

STATINTL

Approved For Release 2003/03/10 : CIA-RDP80-00832A000300010012-0

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CONFIDENTIAL

Suggestion No. 817

Date of Suggestion: 30 March 1954

25X1A

[redacted] Office of Communications GS-6

A. Summary of the Suggestion:

Suggester proposes the following: (1) Agency-wide use of a pre-assembled carbon interleaved dispatch set containing appropriately colored tissues of better grade paper than presently used and (2) a ditto master set for the production of multiple-copy dispatches.

B. Evaluation of the Concerned Offices

Records Management Office reported on 25 July 1956 that this suggestion more closely parallels the recommendations resulting from their dispatch study than do any of the other suggestions on this subject. "This suggestion is also the earliest received covering the subject of our study."

RMS has prepared a new Dispatch Form and procedure for processing. A test of about 6 months will be made to determine beneficial results.

On 13 September 1956 RMS recommended that a nominal award be given the suggester now, for pointing up the necessity for improving the Format, assembling and the use of better grade paper.

RMS will re-evaluate this suggestion and, (1068 already has received award \$20.00) and 1987 on same subject at end of test period. If the re-evaluation warrants a further award, RMS will report to SAS for Committee action.

C. Recommendation of the Executive Secretary:

Award of \$10 to \$25 for intangible benefits (Bringing about the survey, which in turn is introducing a new form for testing with anticipated favorable results of time saving in preparation and processing of dispatches.)

27 September 1956

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CONFIDENTIAL
Suggestion No. 817
(Continued)

Form under test does incorporate this suggestion.

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24 September 1956

Suggestion No. 970

Date of Suggestion: 25 May 1954

25X1A

[Redacted] Office of Communications Secretary GS-6

A. Summary of the Suggestion:

Several months ago the Office of Communications expressed the need for a uniform logging system throughout the various Divisions.

At present every document coming into the Office of Communications is logged by the OC-Registry and sent to the particular Division or Divisions concerned. Tickets are typed indicating Division routing and attached to the document. When the appropriate Division receives the document it is re-logged by hand. Disposition of the document is indicated on the ticket and then forwarded to the OC-Registry for their information.

It was my suggestion that since the OC-Registry was typing one ticket for each Division concerned why could they not type two tickets. Then when the document was received in the Division the extra ticket could be pulled and filed according to document number. The remaining ticket would be returned to the Registry with the necessary disposition information as indicated above.

This system is entirely different from any other in use at the present time. Re-logging is completely eliminated by the Divisions thereby saving an approximate 50% of any one clerk's time. It is far easier and more efficient to locate a document filed by document number as opposed to searching through log books by date. The additional time gained by the log clerk could be used to greater advantage when applied to the finer details of routing within the Division. Less efficient and often disorderly hand-logs could be abolished.

The above suggestion for a uniform logging system was tried by the Office of Communications for a trial period of one week.

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This system, if adopted on an Agency-wide scale, would be instrumental in the preservation of valuable time and the promotion of greater efficiency.

B. Evaluation of the Concerned Office:

The Communications Security Division on 20 August 1956 stated the following:

"The principle was not new and was in use to a limited degree at the time the suggestion was made. The suggester's contribution was to propose that the principle be adopted for wider use.

"The principle embodied in the suggestion has now been adopted and has been in use in the Office of Communications since January 1956. It has proven to be a most useful innovation and has been readily accepted by all who are now using it.

"In establishing responsibility for the adoption of this new principle and in attempting to determine if the suggestion of 970 made a contribution in this regard, the Chief of the Records and Control Branch, OC, under whose jurisdiction this matter falls, informs me that it is extremely questionable if any one individual is responsible for the ultimate adoption of the new principle. At the time the suggestion was originally submitted and for several years prior to that time, this principle along with many others was under discussion within both the Office of Communications and the Management Staff.

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"There are at least two persons however who appear to be more responsible for the adoption of this idea than the others. [redacted] is the originator of the multiple routing system idea itself. The originator of 970 was instrumental in pushing the adoption of Mrs. [redacted]

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[redacted] idea for the whole of the Office of Communications. I feel that it would be appropriate for the IAC to make two awards in this instance and I therefore recommend that both [redacted] and the suggester of 970 be each given a nominal award."

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Suggestion Awards Note:

Telephone conversation with [redacted] on
24 September 1956 revealed the following:

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Full time of 5 clerks was saved by adoption of this system. Average grade of clerk was at least GS-4. The supervisor of [redacted] recommended to [redacted] that in terms of the value of the suggestion, the originator of the idea (Mrs. [redacted]) should get roughly twice as much credit as the suggester who recommended that the idea be further applied in the Office of Communications. He goes along with the supervisor and recommends that if any award is given that it be distributed as suggested by the supervisor. He further states that the idea is not within job responsibility of either [redacted] or the suggester.

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C. Recommendation of the Executive Secretary:

Approval. Award of \$315 based on annual tangible savings of \$17,075 (5 - GS-4 clerks at \$3,415 per annum) and divided as follows:

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A. [redacted] x) - 1/3 (\$105)
B. [redacted] 2/3 (\$210)

Approved
1 Nov 1956
See memo for recommendation

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27 Sept 56
Agenda

SECRET

Suggestion No. 1381

Date of Suggestion: 3 December 1954

25X1A

[redacted]

Deputy Director (Plans)
WE Division

Area Operations
Officer GS-15

Recommendation of the Executive Secretary:

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Committee to decide this case after verbal report by
[redacted] Communications.

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Suggestion No. 1381

Summary of the Suggestion:

The suggestor proposed that the Agency send cable texts to information addressees by mailgram (Pouch) when such delayed receipt will not adversely affect the value of such cable information insofar as the information addressee is concerned. Beneficial effects are seen in the saving of cryptographic labor and cable tolls, plus the fact that the practice would encourage cable originators to keep non-action but interested stations advised of essential information.

The suggestion was submitted by dispatch from the field on 1 November 1951. It was resubmitted by the employee's supervisor on 6 December 1954, together with a copy of [redacted] (entitled "Touching Cables to Information Addressees") which, according to the supervisor, "was obviously based on (the suggestor's) dispatch." 25X1A

Evaluation of the Concerned Office:

The Executive Officer, Cable Secretariat, evaluated the suggestion and advised the Committee as follows:

"After checking our records and the records of the Office of Communications it appears that [redacted] dated 23 August 1954 was written without the knowledge that (the suggestor's) suggestion was ever submitted. The regulation is based on a separate and independent determination from the suggestion. The Cable Secretariat proposes that there may be some basis in fact but not in record that the suggestion was the basis for the procedure. Therefore, the determination of whether an award is appropriate be left to the decision of the Committee." 25X1A

A subsequent check of NY/R1 dispatch records revealed that a registered copy of the dispatch containing the subject suggestion was forwarded to the Communications Office on 21 November 1951. This fact establishes the basis of a strong presumption that the suggestion received consideration prior to the issuance of [redacted] which contained the substance of the suggestion. 25X1A

A recent conversation with the evaluator, by a member of the Incentive Awards Staff, reaffirmed the evaluator's opinion that the suggestion should be considered for award action. It was also pointed out, however, that an estimate of tangible savings cannot be made because implementation of the suggestion is discretionary. Also, it was revealed that revised pouch procedure, including limitations on the use of fast pouch channels, would probably keep the use of this suggestion to a minimum. For this reason, although the suggestion will effect some intangible benefits, it was felt that a nominal award, only, would be in order.

C. Recommendation of the Executive Secretary:
Approval and cash award of \$10.00 for intangible benefits.

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Next 2 Page(s) In Document Exempt

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Suggestion No. 1987

Date of Suggestion: 23 August 1955

25X1A

[Redacted] SE Division Stenographer GS-5

A. Summary of the Suggestion

Suggester recommends better grade of paper for Form 51-28, white Dispatch Form, for better erasure results.

B. Evaluation of Concerned Offices:

Records Management Office reported on 25 July 1956 that this suggestion along with No. 1987 & 1068 (1068 already received award \$20.00) helped to point up the problem in this particular suggestion for the use of a better grade of paper for Form 51-28, white Dispatch Form. It also helped to bring about a study and testing of this problem.

On 13 September 1956 Records Management Staff recommended a nominal award be given the suggester now, for her part in pointing up this problem. Records Management Staff will re-evaluate this suggestion along with 1068 and 1987 upon completion of the test. If the re-evaluation warrants a further award, RMS will report to SAS for Committee action.

C. Recommendation of the Executive Secretary:

Approval. Award \$10 to \$25 for intangible benefits (helping to bring this problem up for a study by Management Staff) which resulted in adoption of this idea in a form now under test.

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Suggestion No. 2299

Date of Suggestion: 28 March 1956

STATINTL

[redacted] Deputy Director (Plans) Clerk GS-5
WH Division

A. Summary of the Suggestion:

Suggester proposes that a new cover sheet of a color not in use be used for Top Secret Documents. She feels that the increased use of green for other forms etc. reduces the alertness to TS Documents.

B. Evaluations of Concerned Offices:

CIA Top Secret Control Officer on 9 April 1956 stated the following:

"The color green has been associated for a number of years with Top Secret documents. It is well recognized throughout the Agency as the color symbol of Top Secret and in agreement therewith, the Form 26 is commonly referred to as the "Green Sheet". It is true that an increased use in the green color for various forms or paper material being handled in the Agency would tend to lessen the association of the color green with Top Secret material. In my opinion, however, the selection of any one color could in time result in a similar situation. Further, the association of a certain color with a certain classification serves no valuable purpose. Each document is marked at the top and bottom with the classification which is designed to warn recipients of its contents and the cover sheet is similarly marked. Top Secret documents are afforded strict control in the form of logs, signature receipts, signature record of persons seeing the documents, as well as being covered with a cover sheet at all times.

"After considering the nine samples submitted with the suggestion, it is my opinion that by using a color other than green for the Form 109, Security Check Officer List, our past association of green with Top Secret material could be continued satisfactorily.

21 September 1956

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Suggestion No. 2299
(Continued)

"The foregoing should not be construed as a disapproval of the suggestion, but that the undersigned is unable to ascertain its value. The suggestion does not recommend the purchase of an unusual color of paper or an unusual use of color, such as stripes etc., which would entail additional cost to the Agency while at the same time being of some additional value from the standpoint of notice."

"It is recommended that the suggestion be submitted to the Office of Security for comment as to the increased security the suggestion may offer to Top Secret material."

Office of Security on 28 June 1956 stated the following:

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"The Office of Security agrees with the comments of [redacted] regarding the association over the years of the color green with Top Secret Sheet (Form 26). It is felt, therefore, that Form 26 should remain green in color and that all other forms used throughout the Agency colored green should be replaced by the use of another color."

On 20 June 1956 the Chief, Records Management Staff evaluated the idea as follows:

"This suggestion has been adequately evaluated and I agree that we should retain the color green for Top Secret and change other colors. Form 109 (Security Check Officer list) has already been changed in color." |||

"In the future we will try to restrict printing of forms as to selection of color so that green is reserved, as far as possible, for TS Control."

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Suggestion No. 2299
(Continued)

C. Recommendation of the Executive Secretary:

Approval. Award \$10-\$25 for intangible benefits.
(Focusing attention on a possible problem and stimulating preventive action)

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Suggestion No. 2464

Date of Suggestion: 1 August 1956

STATINTL

Intelligence Officer GS-12

A. Summary of the Suggestion:

Suggester proposes that the Office of Security alert individuals working at night on the first floor of buildings of the possibility of the following:

1. Persons unauthorized standing outside the windows.
2. Material can be read or photographed through the windows.
A person in the room with his back to the window could be a security violator without being aware of it.
3. If a window was open an intruder could enter.

B. Evaluation of the Concerned Office:

On 10 September 1956 the Physical Security Division, Office of Security stated: "This office agrees that the observations made in the employee suggestion regarding personnel working at night are worthy of attention.

"It might be pointed out, however, that precautions have been taken by the Security Office to prevent to some extent the situations outlined in the suggestion. The gates to the fence are all locked prior to darkness. Each wing outside has adequate lighting to allow detection. The guard makes his patrols hourly. It might also be pointed out that it can be assumed that a person working alone at night with his back to an open window, would be more cautious and alert than they would during daylight hours. In addition, in the summer months, more than likely, an air conditioner is utilized, rather than opening the windows. In the winter the window would no doubt be closed. However, as previously mentioned, the suggested steps to incorporate these points in the initial indoctrination lectures delivered by the Security Office. In addition, the Security Officers of the various components throughout the Agency will be notified to re-emphasize to their personnel the necessity for being alert and more cautious while working during the evening hours."

C. Recommendation of the Executive Secretary:

Approval. Award of \$10-25 based on intangible benefits.

21 September 1956

for signature

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Suggestion No. 2489

Date of Suggestion: 20 August 1956

STATINTL

[redacted] TSS

Photographer

GS-6

A. Summary of the Suggestion:

Suggester proposes using a simplified method of sorting prints (see attached). By using this sorting method prints can be broken down into hundreds and then directly into units.

B. Evaluation of the Concerned Office:

The [redacted] /TSS evaluated the suggestion as follows: This simplified method of sorting photo prints has recently been adopted by the [redacted] (as a result of the suggestion). The chief advantage of this idea is it's simplicity and speed.

The tangible savings would be approximately 500 man hours per year (average grade GS-7) and it utilizes about 1/4 the sorting space previously used. The principle intangible benefit is that the new method speeds up a very boring job.

The suggestion is not considered to be within the job responsibility of the suggester.

C. Recommendation of the Executive Secretary:

Approval. Award of \$55 based on tangible savings of \$1090.00 per year.

SUGGESTION AWARDS NOTE:

Although this award seems disproportionately high in terms of contribution made (suggester proposed use of an item in standard supply system in his own office), it has been computed by the Scale for Tangible Savings consistent with previous practice. To prevent having to give additional awards elsewhere when this devise is adopted and to ensure maximum implementation, recommend that Logistics publicize availability of this sorter thru Supply Bulletin.

21 Sept 1956

OK // 55 //

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Next 4 Page(s) In Document Exempt

Suggestion 2498

2 June 1969

25X1A

[REDACTED] (IMES ONLY)

Chairman, Contract Review Board
1226 Ames Bldg

Ben:

Forms Mgt has checked and as far as they know the form recommended in Suggn 2498 was never placed into effect. In fact, they believe it was never devised. They found that another form, DD Form 633 had been used but it has recently been taken off the books because of inactivity.

We obtained the records of the meeting from the Records Center which indicates an award of \$25.00 was paid. In the agenda to the meeting the attached memo was included.

Have you tried ICAD?



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~~Office Memorandum~~ • UNITED STATES GOVERNMENT

Approved For Release 2003/03/10 : CIA-RDP80-00832A000300010012-0

TO : Chief, Admin Staff/OL
FROM : Chief, Procurement Division
SUBJECT: Incentive Awards Program

DATE 9 July 1956

1. The Procurement Division has been conducting an internal improvement campaign centered around a beneficial suggestion program. Most of the suggestions received have been within the scope of the individual's position. However, occasionally a suggestion is received which has considerable merit, is outside the scope of the individual's job, and for which it is felt recognition should be given.

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2. A suggestion received from [redacted] a contract negotiator, is considered in this category. The Procurement Division in negotiating contracts uses system surveys of accounting systems furnished by the Industrial Contract Audit Branch. The form for transmitting this information in the past was a voluminous report of financial details, some of which were unnecessary for Procurement Division purposes, although of interest to Agency auditors. [redacted] suggested that a brief information sheet, with brief answers to Procurement-Division information requirements, be furnished by ICAB, together with any appropriate remarks. This information could be mailed to the Agency when the auditor was on a field trip, thereby cutting down the time of preparation, typing review, etc. by several weeks.

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3. This suggestion has been adopted by ICAB and has been highly successful on crash projects.

4. It is impossible to evaluate this contribution in dollars, but it is felt that some recognition should be given [redacted] for his suggestion.

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5. It is recommended that [redacted] be considered for a nominal cash award of \$25.00 and a meritorious citation.

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24 September 1956

Suggestions Nos. 442, 1407, 1886, 1375

25X1A

Records Management Staff Rec. Analyst
GS-11

Date of Suggestion: 20 June 1953

Office of Central Reference
Industrial Analyst GS-11
Date of Suggestion: 30 November 1954

Office of Central Reference
Supervisor GS-12
Date of Suggestion: 14 December 1954

Deputy Director (Plans)
PP Radio GS-14
Date of Suggestion: 16 June 1955

A. Summary of Suggestions:

All of the suggestions deal with disposal of classified waste.

No. 442 proposed disposal by "incinerators".

No. 1375 and No. 1407 proposed disposal by pulping and selling of pulp.

No. 1886 proposed disposal by using a de-inking machine and selling of sterile bulk.

Suggestions all proposed various methods of disposing of classified waste.

B. Evaluations of the Concerned Office:

O&M Staff on 30 November 1955 stated the following:

"Your memorandum of 29 November 1955 requested an evaluation of 15 employee suggestions pertaining to the general subject of classified waste.

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"An examination thereof reveals that none made a substantial contribution in whole or in part to the findings and recommendations developed in the overall management study of classified waste disposal.

"It is suggested, however, that two of the suggestions, identified as #312 and #504, tend to embody, at least in part, the substance of a procedure recently implemented by the Office of Security in the use of 25 pound burn bags which reflect a distinctive color and marking to facilitate ready identification of classified waste. Thus, in fairness to the proponents, the Office of Security might be requested to give additional consideration to the suggestions."

ODM Staff on 19 September 1956 stated the following:

"The suggestions identified herein are returned as making no substantial contribution to the overall management study on the destruction and disposal of classified waste.

442 1375 1407 1886

"The primary reason for final rejection is based on impracticality. Each one embodies a theoretical 'shot in the dark' scheme but not one would be practical as a method of destruction and disposal of 'X' number of tons of classified waste each day.

"As a further reason for rejection, the submission time of each one pre-dates Agency consideration of a new unpublicized device that is more practical and which will entail engineering and construction on a custom basis."

SUGGESTION AWARDS NOTE:

In February 1955 suggestion No. 442 and all suggestions on the trash disposal question were referred to the ODM Staff for a survey at the request of the Incentive Awards Committee. A survey was started as a result of this request.

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C. Recommendation of the Executive Secretary:

Disapproval. Recommend letter of appreciation to each employee who submitted suggestion on this subject for contribution made by cumulative effect of all these suggestions which led directly to decision by Management Staff to survey the problem.

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Suggestion No. 1518

Date of Suggestion: 9 February 1955

STATINTL

[redacted] Management Chief, Forms Management GS-12

A. Summary of the Suggestion:

Suggester proposes the use of scientifically designed office furniture instead of the present furniture used throughout the Government.

B. Evaluations of the Concerned Offices:

On 20 February 1955 [redacted], Office of Logistics evaluated the suggestion as follows:

"The Supply Division, Logistics would gladly concur in changing the Administrative Equipment furnished at Headquarters level if a savings can be realized. However, it must be realized that this Agency and all other Government Agencies are required to procure such equipment from GSA channels and on Government Schedules. These schedules are established to effect a standardization of administrative equipment and to furnish the basic requirements at the best price to the Government and still meet the operating needs of the Agencies.

"Recommend this suggestion be forwarded to Management Staff for further comment."

On 7 March 1955, the Assistant Management Officer for DD/S area, evaluated the suggestion as follows:

"This suggestion proposes the use of scientifically designed office furniture in lieu of the present furniture used throughout the government. As brought out by the Supply Division, any such change in the furniture used by government agencies would be handled through the General Services Administration. With respect to the employee's suggestion that the idea might be expanded to cover the entire government, I can tell you as a matter of my own knowledge that the General Services Administration has been designing and testing improved styles of furniture for something better than 10 years. Accordingly the suggestion should be rejected both with respect to this Agency and the government as a whole."

On 27 July 1956 the Office of Logistics further evaluated the suggestion as follows:

"The suggestion is indeed a timely one. A committee of

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Suggestion No. 1518 Continued

ten representatives from Procurement, Supply, Security, Building Planning Staff, DD/S, DD/I, DD/P, and the Management Staff have been and are considering a change to modular (functional) furniture. Many companies have recently begun to manufacture this type of office equipment, and the "L" type desk is included. The problem is much larger than the suggestion, however, since special requirements exist in other areas of the Agency, and a study of safes in the pedestals to possibly eliminate our 4-drawer safes must also be undertaken.

"Accordingly, although the suggestion is a good one, it has been under consideration for some time."

C. Recommendation of the Executive Secretary:

Disapproval. Referral to GIA for interdepartmental consideration.

21 September 1956

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CIA INTERNAL USE ONLY

Suggestion No. 1794

Date of Suggestion: 10 May 1955

STATINTL

[Redacted]

Logistics

Courier

GS-4

A. Summary of the Suggestion:

It was suggested the "Cardboard Expanding Visible Index File", which is used for carrying unenveloped mail from office to office within a building be replaced with a leather one. These boxes measure 10" x 12" and expand to a full 24". The cardboard boxes cost \$1.48 and last approximately one month, which amounts to \$17.76 per year. My idea is that you could have an all leather box made that would last indefinitely, for a cost that would be far less than what the cardboard ones would cost over a period of two or three years.

The leather box would be of the same dimensions as the present cardboard ones with the exception of adding a leather strap so the box could be slung from the shoulder.

An alternate suggestion would be to replace these boxes with a regular Postman's Bag.

B. Evaluations of the Concerned Offices:

The Chief, Administrative Staff on 24 October 1955 stated the following: "This suggestion evidently refers to a particular office which uses the cardboard expanding file to deliver mail within that Office."

"Couriers and messengers of this Office use leather briefcases exclusively in the delivery of Agency mail and the briefcases have proven to be completely satisfactory."

"While the suggested item may be of benefit to the Office concerned, it is not considered to be desirable for use by Office of Logistics couriers and messengers. This Office is not aware of the special considerations involved in delivery of intra-office mail and, therefore, cannot recommend or disapprove the suggestion. Recommend an evaluation be obtained from the Office using the cardboard expanding file."

In December 1955 the O/DDI stated that evaluation was contingent upon Logistics Office determining the cost of such an item, an estimate of how long it might be expected to wear and whether such a pouch can be procured.

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Suggestion No. 1794 Continued

The Chief, Administrative Staff on 27 March 1956 stated the following: "An experiment bag such as that mentioned was recently purchased and being of leather proved to be exceedingly heavy for the purpose intended. It is felt that although the first bag purchased was for a higher figure, that such bags in sizeable quantities could be purchased at a cost of \$40 - \$50 each, depending on the number of dividers required."

The Executive Officer, OCI stated on 21 September 1956 that the suggested item would be too costly and heavy for his people to use and would not improve the service.

C. Recommendation of the Executive Secretary:

Disapproval.

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Suggestion No. 2379

Date of Suggestion: 6 June 1956

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PP/OPS

Ops. Officer GS-14

A. Summary of the Suggestion:

As shown by the record of USIA and by the record of the Agency, very effective use can be made of non-whites representing the United States in the Far East, the Near East, and Latin America.

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I do not have access to personnel records, but the impression which I get by looking around in buildings I, J, K, L, M, and Q is that only an extremely small proportion of non-whites are hired by the Agency in a professional capacity.

It is recommended that efforts be made to spot, recruit, and train more non-white Americans for professional assignments in areas where the indigenous inhabitants are highly color conscious. Universities could be contacted for names and prominent non-white citizens might also be asked to suggest names.

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used to be employed by OSS.

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B. Evaluations of the Concerned Offices:

Evaluations are attached.

C. Disapproval

21 September 1956

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EVALUATION OF EMPLOYEE SUGGESTION		Suggestion No.						
TO: Executive Secretary, Incentive Awards Committee	FROM:							
ACTION RECOMMENDED								
<p>(CHECK APPROPRIATE BOX):</p> <table> <tr> <td><input type="checkbox"/> Adopt for use.</td> <td><input type="checkbox"/> Suggestion already in effect and no part of suggestion makes added contribution.</td> </tr> <tr> <td><input type="checkbox"/> Disapproved for adoption.</td> <td><input type="checkbox"/> Suggestion already in effect but makes added contribution.</td> </tr> <tr> <td><input type="checkbox"/> Requires further study (indicate below the expected date of completion).</td> <td><input checked="" type="checkbox"/> Other (please specify in section below).</td> </tr> </table>			<input type="checkbox"/> Adopt for use.	<input type="checkbox"/> Suggestion already in effect and no part of suggestion makes added contribution.	<input type="checkbox"/> Disapproved for adoption.	<input type="checkbox"/> Suggestion already in effect but makes added contribution.	<input type="checkbox"/> Requires further study (indicate below the expected date of completion).	<input checked="" type="checkbox"/> Other (please specify in section below).
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<input type="checkbox"/> Requires further study (indicate below the expected date of completion).	<input checked="" type="checkbox"/> Other (please specify in section below).							
<p>REASONS FOR RECOMMENDATION</p> <p>In order to guide the Incentive Awards Committee in making final determination, an analysis of the anticipated first year's savings and/or other benefits should be shown here. If applicable, indicate and explain below proposed disposition of savings as (1) allotment savings, (2) increased output at same cost or (3) application of resources saved to some other necessary activity. If suggestion contains intangible value, such as morale, safety, etc., please indicate the extent of the area which you think the suggestion will affect, i.e.; the immediate area, office-wide, Agency-wide. Attach additional sheet if more space is needed.</p> <p>This suggestion proposes that particular efforts be made to recruit non-white candidates for professional positions in certain areas.</p> <p>The President of the United States in Executive Order 10490 reaffirmed the policy of the U. S. Government that equal opportunity be afforded all qualified persons, consistent with law, for employment in the Federal Government. This policy necessarily excludes and prohibits discrimination because of race, color, religion, or national origin.</p> <p>This organization, as a Federal agency, should and does comply with this policy. The Agency's recruitment program is directed to the procurement of those individuals best qualified for the Agency's needs. The specifications for such recruitment as to education, experience, and other qualification requirements are furnished by the operating elements of the Agency. Prospectively qualified candidates are located by the Office of Personnel for consideration and selection by the appropriate operating officials. Recruitment directed at non-whites purely because they are non-whites would be as discriminatory as recruitment of whites simply because of race and, as such, would be contrary to the policy stated above. The Agency presently conducts its positive recruitment in those places which are most likely to produce qualified candidates including numerous universities attended by members of all races. Applications of non-whites who possess the required qualifications are readily accepted.</p> <p>Operating officials having jurisdiction over the positions referred to in the suggestion are already free to select qualified non-whites for those positions in particular or for any others which would be suitable. In making their selection from among available qualified candidates, they may also weight their choice in favor of non-whites for those assignments in which this becomes an important factor.</p> <p>In summary, this suggestion offers nothing new to the recruitment program except a proposal that a positive recruitment effort to procure non-whites be made. This, as we have noted above, would be as discriminatory as an effort to exclude non-whites. As to that element of the suggestion which is predicated on the desirability of non-white individuals for assignment in certain areas, we must rely on the judgment of the</p> <p>E</p> <p>SIGNATURE OF EVALUATING OFFICIAL</p> <p>Executive Officer, Office of Personnel</p>								

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EVALUATION OF EMPLOYEE SUGGESTION

TO: EXECUTIVE SECRETARY,
INCENTIVE AWARDS COMMITTEE

FROM:

ACTION RECOMMENDED

- INDICATE ACTION RECOMMENDED BY CLAVING ACTION NUMBER IN BOX
1. ADOPT FOR USE. (DATE ADOPTED _____)
 2. ALREADY IN EFFECT BUT THIS SUGGESTION MAKES ADDED CONTRIBUTION. (SPECIFY BELOW)
 3. DISAPPROVED FOR ADOPTION.
 4. ALREADY IN EFFECT AND NO PART OF THIS SUGGESTION MAKES ADDED CONTRIBUTION.
 5. REQUIRE FURTHER STUDY. (EXPECTED DATE OF COMPLETION _____)
 6. OTHER (SPECIFY BELOW)
 7. REFER SUGGESTION TO (OTHER COMPONENT)

REASONS FOR RECOMMENDATION

In order to guide the Incentive Awards Committee in making final determination, an analysis of the anticipated first year's savings and/or other benefits should be shown here: If applicable, indicate and explain below proposed disposition of savings as (1) allotment savings, (2) increased output at same cost or (3) application of resources saved to some other necessary activity. If suggestion contains intangible value, such as morale, safety, etc., please indicate the extent of the area which you think the suggestion will affect, i.e.: the immediate area, office-wide, Agency-wide. Attach additional sheet if more space is needed.

The attached suggestion has merit in that it describes a problem area that would benefit by closer examination. The recommendation is directed at the employment of more non-white Americans in professional capacities in selected overseas areas. Since it speaks of unofficial cover it gives recognition to one of the principal problems involved. All Agency employees overseas must be provided with some form of cover, either official or non-official, and the individuals selected for such assignments must not only meet Agency requirements but also must be acceptable to the cover facility used. While this is not insurmountable, it does place added limitations on the utilization of non-whites overseas.

There is no question that under certain conditions and in certain areas non-whites could serve a more useful purpose in furthering the Agency's mission. State Department has some Negro Foreign Service Officers in the field whose performance is very satisfactory. Certainly, the Agency should not overlook a single opportunity to add competence to its staff regardless of color or creed. In the Inspector General's study of the JOT Program, it was noted that the recruitment of qualified non-whites of professional caliber was not receiving adequate attention and as a result the Agency was being denied an opportunity to tap this source of manpower. Non-whites should not be excluded from consideration in recruitment or in professional assignments either overseas or in headquarters.

The suggestion is not new and probably adds little to already recognized circumstances. The decision to use non-whites in professional positions overseas must be made by appropriate Operating Officials in the DD/P area. It may be of some value to forward the suggestion to the DD/P but it is unlikely that it will qualify for a merit award.



CONTINUED ON ATTACHED SHEET

DATE

SIGNATURE OF EVALUATING OFFICIAL (Type name and title)

10 September 1956

CIA Fair Employment Policy Officer

25X1A

(43)

operating official conformed to give due weight to such consideration
in making his selection.

CONFIDENTIAL

Suggestion No. 2401

Date of Suggestion: 21 June 1956

25X1A

(Plans) Photog-still GS-5

A. Summary of the Suggestion:

In many offices throughout the Agency, it is necessary to have uncleared outside personnel come in to repair office machinery, etc. These men, because of the clean nature of their work, generally wear business suits making it next to impossible to tell them from regular Agency personnel. In an office such as a registry that continually services personnel from other divisions, this can be quite a security hazard since all persons coming into the office must be cautioned to watch his conversation, questions etc. I have myself, more than once, stopped employees from asking "outside" repairmen advice on references because they "thought he was one of the clerks." One method of avoiding this is to require the outsider to wear a colored arm-band or some other identifying mark. This, however, may be a sore spot to some individuals and may subject the Agency to ridicule on the outside. There is, however, an alternative that will even eliminate the necessity of the repairman ever being aware that the office is being cautioned as to his presence.

Each division security officer can be supplied with several sets of blinking colored lights. This light should be small and compact, perhaps weighing but a few ounces, and should be such that it can be set on a desk or hung on the wall, whichever is more conspicuous and convenient to the wall plug.

When the receptionist calls an office that a "visitor" is waiting, one of the clerks should go to the security officer, get one of the blinking lights, and plug it in and have it working when the visitor comes in the room. The light could easily be passed off as a phone blinker or some sort of paging system. After the "visitor" has left, the light would be returned to the security officer for use with the next visitor.

24 September 1956

CONFIDENTIAL

Suggestion No. 2401
Continued

Of course, Agency-wide publication of the system would be necessary to acquaint all personnel with the meaning of a blinking light in an office.

Incidentally, it might be a good idea to install such lights permanently in each office of the New Building.

B. Evaluation of the Concerned Office:

Office of Security on 11 July 1956 stated the following:

"The presence of uncleared visitors in CIA offices has always posed a security problem and a great deal of thought has been given to the proper handling of such individuals."

"There is much merit in this suggestion, however, I do not feel that the proposal of blinking lights is the solution."

"Since all visitors, including repairmen, craftsmen and the like, have to be escorted and kept under strict surveillance while in Agency areas, it is our opinion that official personnel in the areas to be visited should be alerted before the visitor is picked up at the receptionist desk. Caution should then be exercised on the part of all employees with respect to discussing classified matters while the visitor is present."

IAS STAFF NOTE:

This suggestion sent on Round Robin and all three committee members made the following statements:

"There may be something of value here. While I don't think blinking lights are the answer, I do believe visitors should be identified as such. In our [redacted] we issue visitor badges which must be worn even though the visitor is escorted. This may be worth considering for use in other areas where large numbers of employees are concentrated."

25X1A

CONFIDENTIAL

CONFIDENTIAL

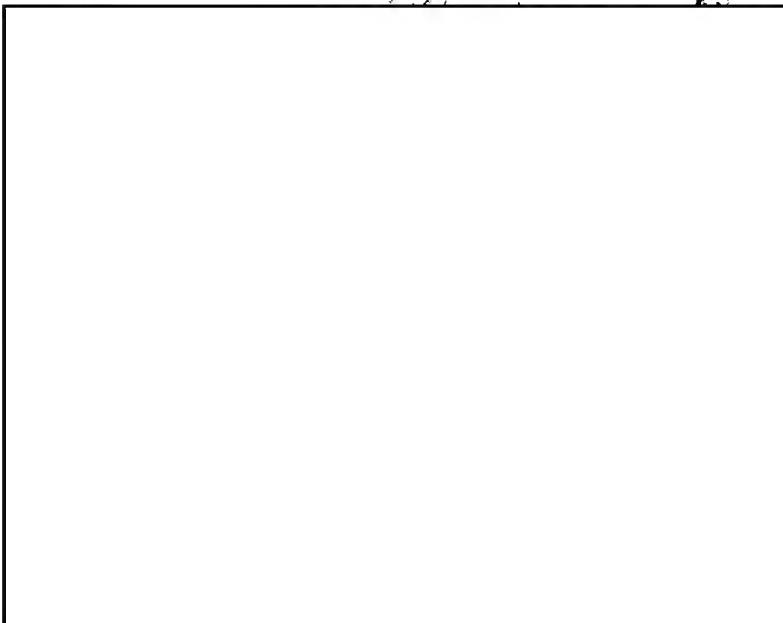
Suggestion No. 2401
(Continued)

C. Recommendation of the Executive Secretary:

It is suggested that this be discussed by the Committee after a report by the Security Advisor. Recommend disapproval on grounds on non-adoption. No benefits are or will be derived by Agency unless adopted, and no award seems justified.

24 September 1956

25X1A



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CIA INTERNAL USE ONLY
Suggestion No. 2443

Date of Suggestion: 18 July 1956

STATINTL

[Redacted] Comptroller, Fiscal Div. Accounting Clerk

A. Summary of the Suggestion:

Inasmuch as the Receptionists periodically take time to clear their logs of names and telephone extensions, I suggest that this method of locating Employees be eliminated by the following procedure.

Route, through the reception desk of the building in which the employee is stationed (or was formerly stationed, if there is a change of location), the Personnel Information Cards which are submitted for telephone information at times of such changes.

This may save time, and many intra-agency calls, on the part of the Receptionist at the time of the check, but would also possibly save time in a situation where a caller is waiting to see someone, and seems to be a more efficient method for locating employees.

B. Evaluation of the Office Concerned:

The Office of Security, Physical Security Division on 17 September 1956 stated: "This office agrees that the suggestion as outlined has pointed out a definite problem that is present at a majority of the reception desks. However, the Physical Security Division is well aware of this situation and for the past three months meetings have been held with members of the Machine Records Branch in which this problem has been discussed. At this date, it appears that an IBM Roster of personnel for each building will be submitted monthly with any changes submitted daily or weekly. The bottleneck at this point is in determining the names of personnel that should not be included in such a tabulation."

"It is suggested that a commendation of some type be given the suggester due to the fact that he is alert or observant enough to recognize the situation for what it is."

C. Recommendation of the Executive Secretary:

Disapproval.
21 Sept 1956

CIA INTERNAL USE ONLY

CIA INTERNAL USE ONLY

Suggestion No. 2476

Date of Suggestions: 7 August 1956

STATINTL

[redacted] Deputy Director (Plans)
FE Division

Secretary GS-5

A. Summary of the Suggestion:

Suggester proposes that young girls of average intelligence, appearance and education be sent out to recruit girls to come to work for us. She feels that these girls could give a more realistic briefing on living conditions in D. C. on the basis that a recruiter who is married has a completely different outlook on life than the single girl who enjoys dating etc. She cited her own experience of where she was discouraged by her friend to come to D. C. but upon meeting a young girl who did live here she was briefed on the things she needed to know about the city.

B. Evaluation of the Concerned Office:

The Office of Personnel on 12 September 1956 stated the following:

"This suggestion proposes that the Agency's clerical recruitment in the field be conducted by "young, single girls of average intelligence, appearance, and education." The suggester believes that such recruiters would enhance the clerical recruitment activity by reason of their ability to discuss living conditions in Washington from the candidate's own point of view.

"If the suggester means to propose replacement of the clerical recruitment staff with 'young, single girls of average intelligence, appearance and education,' we would be obliged to remark that such individuals are not qualified to conduct Agency recruitment.

"If the suggester means to supplement the present staff with young ladies who might speak from personal knowledge of living conditions in Washington, it would be our view that the disadvantages and extra expense would outweigh any possible advantage."

21 September 1956

13

GIA INTERNAL USE ONLY

Suggestion No. 2476
(Continued)

We cannot agree with the suggestor's view that a more accurate and attractive story of "Life in Washington" would be presented than by more mature men or women.

On a local scale (metropolitan D. C. and surrounding areas), the Agency has used graduates from the various schools to return to their alma maters with recruiters. There is no evidence to suggest that this has contributed to any greater success in recruitment, however."

C. Recommendation of the Executive Secretary:

Disapproval

*Defer
Finalize C/PD
to brief FAC committee*

1X

CIA INTERNAL USE ONLY

Suggestion No. 2478

STATINTL

Date of Suggestion: 8 August 1956

[redacted] Deputy Director (Support) Spec. Asst.
DDS GS-15

A. Summary of the Suggestion:

STATINTL

[redacted] document No. 11),
attachment
A suggestion No. 2478, dated 22 July 1956, lists former and
current maximum per diem allowances. The Notices consist
of six and seven pages respectively and have rate changes
in only three of 171 entries.

My suggestion is that such changes be issued as a
supplemental to the Notice using one page rather than
six or seven. A total re-write could be made annually.

The cost of typing, reproduction, and paper could
save more than a few dollars in supplies and man hours
and take that many more papers out of the staggering
regulation and reproduction mill.

B. Evaluation of the Concerned Office:

Acting Chief, regulations control Staff on 21 August
1956 stated the following:

"The suggestion has been made that where there are
changes in a notice that such changes be issued as a
supplement to the notice, thereby doing away with a
complete re-write of the notice. In the case cited
by the suggester, a complete re-write of the notice was
done. The reason for this was, in effect, due to the
fact that this Staff feels a supplemental notice would
not be feasible, since such a notice would necessitate
pen and ink changes on the master list, thereby taking
the time and effort of the hundreds of manual holders
throughout the Agency. This additional action on the
part of the manual holders would nullify any savings re-
sulting from the issuance of a supplemental notice."

21. September 1956

CIA INTERNAL USE ONLY

/J

CIA INTERNAL USE ONLY

Suggestion No. 2478
(Continued)

"Therefore, in the instant case, it is the feeling of this staff that the changes in this type of notice should not be accomplished by a supplemental notice."

IAS NOTE:

The Suggestion was returned from Round Robin with the following comments:

"I think this suggestion has merit. A check with a couple of the secretaries who handle the regulation manuals finds them very much in favor of the "changes" issuance with the annual reissue than a full re-issue when there are limited changes--much less work, they say.

"I think this should receive further consideration. I think it has merit."

The above comments were discussed with the AC/RCS on 18 September 1956 and he feels that his evaluation still stands. He pointed out that there are about 2000 manual holders who would have to post changes if the present system were not used.

C. Recommendation of the Executive Secretary:

Disapproval

CIA INTERNAL USE ONLY

Suggestion No. 2491

STATINTL [redacted] Current Intelligence Intelligence GS-1
Officer

Date of Suggestion: 17 August 1956

A. Summary of the Suggestion:

Suggester proposes that the Agency not issue pencils to its personnel. He feels that this would be a more economic use of total resources.

B. Evaluation of the Office Concerned:

The Chief, Administrative Staff, Logistics stated on September 10, 1956 that:

"It is a basic policy of the Government and this Agency to provide employees with essential 'tools' to do the job. Any attempt to effect savings by nonprovision for such 'tools' would be subject to serious questioning as a result of employee dissension and low morale which would inevitably result."

C. Recommendation of the Executive Secretary:

Disapproval

21 September 1956

CIA INTERNAL USE ONLY

CIA INTERNAL USE ONLY

Suggestion No. 2496

Date of Suggestion: 26 July 1956

STATINTL



Deputy Director (Plans) Case Officer GS-11
FE Division

A. Summary of the Suggestion:

Recommend in the interest of morale and employee early morning work attitude that the guards while making their regular rounds turn on the air-conditioners at 0700.

B. Evaluation of the Concerned Office:

Physical Security Division on 17 September 1956 stated the following:

"This office cannot help but agree that the suggestion has merit from the standpoint of morale and working conditions, however, the guard regulations prescribe in Section 430, GSA, Public Buildings Service Regulation, dated 2 April 1952, "Guards are not permitted to operate mechanical equipment of any kind in the building except that specifically authorized in these regulations."

"Further, the guard is required to make a patrol of his area every hour, which in many instances is a considerably large area. Inasmuch as there are now many air conditioning units throughout such an area, the guard could not complete the patrol of his entire area..

"It is suggested as an alternative, that the employees in a particular area work out among themselves a schedule of arriving a little earlier each day and turn on the units at that time. Usually in most office areas, one or more employees arrive at work considerably earlier than the prescribed time. This plan is working to some extent with some of the Agency components at the present time."

C. Disapproval

September 24, 1956

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STATINTL

Approved For Release 2003/03/10 : CIA-RDP80-00832A000300010012-0

Next 5 Page(s) In Document Exempt

Approved For Release 2003/03/10 : CIA-RDP80-00832A000300010012-0

MEMORANDUM FOR: Chairman, Suggestion Awards Committee
SUBJECT: Minutes of 2 August 1956 Committee Meeting

1. The CIA Suggestion Awards Committee met on Thursday, 2 August 1956, at 10:00 A.M. in Room 2601 Curie Hall with Mr. [redacted] presiding. The following persons were present:

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DDS/OP
DDP/FE
DDS/Comm
DD/I/OCR
DD/I/Admin
DDS/Comm
MgtS/O&M Staff
DDS/OL
DDP/ME
DDS/OS

MgtS/SAS
MgtS/SAS

25X1A

2. [redacted] extended greetings to all new members of the Committee. He discussed briefly the new concepts of the Suggestion Awards Program and requested all Committee members and alternates to take an active part in furthering the program.

3. The Committee approved awards in the amount shown for the following employee suggestions:

<u>Suggestion No.</u>	<u>Award</u>
675✓	\$50.00✓
1387✓	10.00✓
1408✓	35.00✓
*1602✓	50.00✓
1766✓	10.00✓
1824✓	25.00✓
2104✓	Letter of thanks
2190✓	10.00✓
2350✓	20.00✓
2390✓	50.00✓
2412✓	10.00✓
2436✓	90.00✓

*This suggestion is to be reconsidered in one year for supplementary award. Refer to NSA and Air Force via CSC on inter-departmental referral.

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4. The Committee approved the recommendation of evaluating offices for non-adoption of the following suggestions:

1511
2204

5. The Committee recommended action as shown below on the following suggestions:

a. Suggestion No. 728 - Deferred for reevaluation by Office of Logistics, Real Estate and Construction Division, at recommendation of [redacted]

25X1A

b. Suggestion No. 1364 - Requested Executive Secretary to check CSC for guidance on whether suggestions pertaining to Credit Unions are considered appropriate for consideration through CIA or other Government Agency Suggestion Awards Committees. Committee also requested that a written statement of his position on this question be obtained from the President of the CIA Credit Union [redacted]

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[redacted]. Committee also requested Executive Secretary to check several other Agencies to determine whether they consider Credit Union suggestions eligible for consideration under their Suggestion Programs.

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25X1A

c. Suggestion No. 1581 - Deferred. SA Staff to refer to DD/P member [redacted] who is to compute estimate of savings resulting from suggestion's adoption in WE and report method used for his estimate in order to answer questions raised by Committee members.

d. Suggestion No. ID-2274 - Committee requested Executive Secretary to check with CSC to determine whether all agencies which adopt the Calender Day Calculator are expected to pay awards for this ID suggestion. If so, attempt is to be made to discover amounts of awards to be paid by other agencies benefited. Committee felt that a \$10.00 award from CIA is about the right amount based on the intangible benefits to be derived from use of this calculator in Comptroller's Office, but this is to be determined at a later meeting.

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e. Suggestion No. 2343 - Deferred. Refer to DD/P member [redacted] to recheck estimate of savings and return to SA Staff for reconsideration at a later Committee meeting.

6. Committee requested Executive Secretary to send a letter through Director of Logistics to Chief, Procurement Division, commending him for his interest in and support of Suggestion Awards Program as demonstrated by his recent program inviting employees of his division to submit their ideas for improvements pertaining to their jobs and the work of Procurement Division. [redacted] briefed the Committee on their Procurement Division campaign. Committee agreed that every effort should be made to recognize suggestions submitted by Procurement Division employees in a consistent manner.

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CIA-RDP80-00832A000300010012-0

26 July 1956

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MEMORANDUM FOR: [REDACTED]

SUBJECT: Meeting of CIA Incentive Awards Board

In accordance with the provisions of [REDACTED]
Incentive Awards Program, the CIA Incentive Awards Board will meet
on Thursday, 2 August 1956 at 10:00 A.M. in Room 2601, Curie Hall.

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FOR THE CHAIRMAN, INCENTIVE AWARDS BOARD

[REDACTED]
Executive Secretary

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Suggestion No. 675

Date of Suggestion: 5 January 1954

25X1A

[redacted] Office of Research and Reports Intelligence Officer
GS-12

A. Summary of the Suggestion:

There be a short 2 or 3 page study published over the signature of a high ranking official of CIA stating the extent to which estimates made within the Agency are used to influence policy, etc. This perhaps should be apparent but I feel that if the analyst realized the importance of the estimates he makes daily, he would exercise more care in making them. In addition, his morale would receive a tremendous boost when the importance of his work was brought home to him.

B. Evaluations of the Offices Concerned:

The Office of Training on 9 March 1954 stated the following:

"The Office of Training is willing to assist in preparing a statement stressing the importance of estimates made within the Agency and the role of the analyst in contributing to these estimates. However, the DD/I member on the Incentive Awards Committee has informed my representative that the proposed statement would be initiated within DD/I, if favorable action is taken on this suggestion by the committee."

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25X1A

Note dated 17 February 1955 on Routing and Record Sheet signed by [redacted] of DD/I Staff reads: "per telephone conversation this date with [redacted] OTR, I have accepted commitment to prepare the paper."

IA Staff Note:

Favorable IAC action is not required before any evaluating component can adopt any suggestion which it considers will make an improvement. However, adoption or planned adoption by an evaluating office of a suggestion is required before Agency benefits are obtained which would justify Committee approval of an award or letter of appreciation. In summary, adoption or planned adoption by affected component should precede Committee approval of an award; not follow it.

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Suggestion No. 675
(Continued)

Note dated 23 February 1954 signed by [redacted]
former Committee member and IA coordinator [redacted] for DD/I reads:

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"In order to avoid a further delay, I suggest that the attached suggestion be placed on the agenda for consideration by the committee. It appears to me that the suggester is eligible for a nominal award based on the intangible benefits that will occur. [redacted] of the DD/I Staff has accepted the commitment to prepare the suggested paper."

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Evaluation dated 15 February 1954 signed by [redacted]
[redacted] Chief, Economic Research in a memo to EX/RM reads:

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"1. The importance of accurate intelligence estimates as a basis for policy making should be obvious to all members of CIA. High ranking officials have emphasized repeatedly the need for improving the quality of such estimates and for anticipating the requirements of policymakers so that such estimates will be available in time to have an influence on policy decisions. It should be unnecessary to continually reassure professional people that their work is valuable. Some examples of past statements are:

"a. The demand for intelligence estimates exceeds our ability to supply them. Consequently, we are having a little difficulty getting estimates in a timely way so that the staff officers who do the work for the Security Council will have them well in advance of their own job, which is the preparation of draft policy papers. In some cases, we have been a little behind the policy papers, but more and more we are keeping up-to-date and a little bit ahead of the parade." (General Smith, DCI, at the 8th Agency Orientation Course, 21 November 1952).

"b. ... my most appropriate contribution to this training course should come from a recognition of your interest in gathering and analyzing facts which are then used as the basis for forming National Intelligence Estimates for the National Security Council of which I am a statutory member... The objectives for an affirmative foreign policy can be attained only by the support which

SECRET

SECRET

Suggestion No. 675
(Continued)

policymakers must receive from you. I speak now as a member of the administration and as a member of the National Security Council, which is the greatest consumer of your product, to emphasize that knowledge of the facts is essential if we are to make the right decisions... This, therefore, is your job, to gather and analyze in impartial manner all the facts and to make the findings available to those who have to make the policy." (Vice President Richard Nixon, at the 9th Agency Orientation Course.)

"c. When President Truman left office, he wrote a letter to the Director, in which he said: 'Truly, no President has ever, in the history of the United States, been so well informed and so thoroughly and completely advised in the field of intelligence and foreign developments as I have, due to the efficiency and the accomplishments of the Central Intelligence Agency.' " (Gen. Smith, DCI, at the 9th Agency Orientation Course, 10 February 1953)

"d. If custom-built intelligence is to be the most useful, the producer of it needs to be called in by the customer to sit with him in counsel while that intelligence is being integrated with other factors to form a decision. The fact that the Director of Central Intelligence regularly sits as an adviser to the National Security Council is a recognition of this need and is thus one of the most encouraging features of the current organizations and practices for national security." (General Cabell, DDCI, at the 11th Agency Orientation Course, 4 August 1953.)

"2. ORR also passed on, to a number of contributors to the DCI's Handbook, Mr. Amory's comment that 'the book...has been a most valuable reference aid for me personally in the past few weeks.' (Memorandum to AD/RR, 18 March 1953, Subject: Handbook.) Several analysts commented that the knowledge that their estimates went into a notebook which General Smith carried with him to National Security Council Meetings, budget meetings with Congress, etc. (and which is now used by the DD/I and members of his staff as a source of data for quick briefing) made their work seem more significant. This also was the attitude toward estimates for MP-35, when it was known that President Truman requested its preparation and kept a copy on his desk.

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Suggestion No. 675
(Continued)

"3. The basic thought in the suggestion, that repeated reassurances are necessary to remind analysts of the importance of their work, appears to be justified. For example, there seems to be a lack of understanding by analysts of the use made at the policy level of NIE's. If the suggestions are adopted, they should have a positive effect on the motivation of our analysts-intelligence officers. Possibly a general statement, plus one or two specific examples, would be most effective."

In Staff Note #2:

This suggestion was submitted for Committee consideration at its meeting of 26 January 1956 with recommendation of award of \$25-\$40 for intangible benefits. Committee deferred decision and recommended return of the suggestion to DD/I for implementation. Suggestion returned 31 January 1956 to A0/DDI. Repeated followup inquiries produced the following:

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a. 16 February 1955 - [redacted] office reports [redacted] out of country. Idea is still considered a good one but suggested paper has never been written.

25X1A

b. 28 February 1955 - [redacted] telephoned that about 1,000 employees would be involved. He recommended an award of \$25-\$40. He believed this man's grade and responsibility should definitely be considered in determining appropriate recognition.

25X1A

C. Recommendation of the Executive Secretary:

Recommend Committee decision without waiting for implementation to occur in view of long delay already involved in processing this suggestion. Delays are understandable in that [redacted] and DD/I have had to reconcile conflicting views as to value of the suggestion, method of implementation, and assignment of responsibility for preparing the paper. Suggestor has been kept informed of status of his suggestion.

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SECRET

Suggestion No. 675
(Continued)

On basis of firm commitment to implement, recommend award based on intangible benefits. This seems to fall within the range \$50-\$75 recommended by the CSC guide for suggestions with slight benefit and extended application (benefit considered only slight because this paper will be only the latest in a long line of similar statements issued by high-level officials on this topic. Extended application because of [redacted] statement that about 1,000 employees will be involved). If paper received normal distribution of such OTR publications, IAS feels more than 1,000 employees will have the chance to read it.

25X1A

\$50 award

SECRET

SECRET

Suggestion No. 1387

Date of Suggestion: 7 December 1954

25X1A

[redacted] Office of Operations Clerk GS-5

A. Summary of the Suggestion:

Suggester proposed that Form #229, "NIS CONTROL RECORD" (see attached) be adopted by all recipients of the National Intelligence Survey publication.

B. Evaluation of the Office Concerned:

The Records Management Staff on 11 April 1956 stated the following:

"The suggestion was originally forwarded to the DD/I Area, the main recipient of the NIS, to obtain the reaction of some of the DD/I Offices to the form. Subsequent comments received from 2 of these offices were basically the same, namely, this appears to be a good thing for some of the other offices, but not for the commenting office.

"Prior to the adoption of this form, personnel in the [redacted] were expending about STATSPEC 10 minutes per search in handling some 500 NIS publication reference requests. By using Form No. 229 as a finding aid, searching time has been reduced to a few seconds per request. Time previously spent in searching is now available for more productive pursuits.

"By adopting the suggestion [redacted] is saving 10 minutes on STATSPEC each of the 500 requests processed each year, an annual savings of 83 man hours valued at \$180.94 (based on an average hourly rate of \$2.18 for the searchers). Recommend therefore that the suggester be considered for an award of at least \$15.00."

C. Recommendation of the Executive Secretary:

Approval. Award of \$10.00 based on tangible savings of \$180.94.

O.K.

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CIA INTERNAL USE ONLY

Suggestion No. 1408

Date of Suggestion: 15 December 1954

STATINTL

[redacted] Deputy Director (Plans) Secretary
GS-5

A. Summary of the Suggestion:

Suggester proposes that Hectograph classification stickers be made available for use by Agency clerical personnel.

B. Evaluations of the Offices Concerned:

This suggestion was originally evaluated unfavorably, primarily on grounds that the then current Security Regulation forbade its use for Top Secret and that permission for typing or stamping Secret and Confidential classifications made the rest of it unnecessary. The OL member did not concur in the "Round Robin" turndown, stating:

"I do not concur in disapproval of this suggestion as I do not feel that the evaluation takes into account the actual merits of the suggestion. Instead of saying that the suggestion is or is not worth while the evaluation quotes regulations which, if not amended, prohibit the adoption of the suggestion. My position is that if the suggestion is worth while the regulation can be amended to permit its use. I therefore propose that the suggestion be evaluated on its merits and the regulation be amended if the suggestion is found worth while."

A memorandum dated 29 May 1956, Chief, Records Management Staff, Management Staff to Chief, Supply Division, Office of Logistics, stated in part:

"An evaluation of this suggestion, however, disclosed that it applies only to Top Secret material since [redacted] permits typing the classification on Secret and Confidential documents. In this connection, the CIA Top Secret Control Officer made the following statement:

STATINTL

CIA INTERNAL USE ONLY

CIA INTERNAL USE ONLY

Suggestion No. 1408
(Continued)

"The use of the sticker to accomplish classification marking of that material which is reproduced from ditto masters and classified Top Secret is practical and is also permissible by the current regulations. Such use would eliminate the necessity for preprinting or hand stamping. Its use on ditto masters containing information classified Secret and Confidential is questionable since this marking can be accomplished by typing the classification in capital letters with a hyphen between each letter."

"The use of these stickers for Top Secret material has been concurred in also by the Chief, Printing Services Division, Office of Logistics, and the Chief, O&M Staff (DD/S-OD/I areas), Management Staff. The Chief, Physical Security Division, Office of Security stated: the use of the suggested stickers appears permissible, and no change in the regulation appears necessary." Top Secret stickers presently are being used by the Cable Secretariat.

"It is therefore recommended that Top Secret hectograph stickers be stocked in the headquarters supply system. These stickers are available in strips of twenty. They may be procured from Ditto, Inc. for \$7.50 per thousand. You may refer to [redacted] any questions about stocking this item. He would also appreciate being notified of your decision so that he can complete his evaluation of the employee suggestion. A copy of your requisition will be sufficient notification."

STATINTL

Records Management Staff on 19 July 1956 stated the following:

"1. In response to reference (a) the Supply Division ordered 10,000 each of the Top Secret hectograph stickers recommended by the suggestor. This action adopts the suggestion.

CIA INTERNAL USE ONLY

CIA INTERNAL USE ONLY

Suggestion No. 1408
(Continued)

"2. Adoption of this suggestion throughout headquarters will produce the following benefits:

a. The need to preprint the Top Secret classification on blank hectograph paper will be eliminated. Top Secret classifications are preprinted on approximately 100,000 sheets yearly at a cost of \$145. The classification stickers will cost about \$75.00 a year, for a yearly saving of \$70.

b. Offices which reproduce Top Secret material on their own Ditto machines will not have to stock preprinted hectograph paper.

c. Those offices which may desire to reproduce Top Secret material on their own Ditto machines, but which might not have a supply of the preprinted stock, will not have to send the material to a reproduction plant, or delay getting the job done. Time will be saved and a possible security hazard will be avoided.

"3. It is therefore recommended that an award of \$35 be granted the suggestor based on:

- a. A yearly saving of \$70 in printing costs.
- b. Intangible benefits of slight benefit having local application."

C. Recommendation of the Executive Secretary:

Approval. Award of \$35.00 as suggested by Chief, Records Management Staff - \$10.00 for tangible savings of \$70.00 plus \$25.00 for intangible benefits (slight benefit - local application).

OK \$35⁰⁰

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Suggestion No. 1581

Date of Suggestion: 21 February 1955

25X1A

[redacted] Office of Deputy Director (Plans) Case Officer
GS-7

A. Summary of the Suggestion:

Suggester proposes that nightly security check be rotated among the employees in an office and no overtime payments be made for this check.

B. Evaluation of the Concerned Office:

Chief, WE/Administration on 19 December 1955 stated the following:

"WE Division has carefully considered the suggestion that the present security check system of appointing branch and division Staff Duty Officers to perform the Division and Branch checks be abolished. The matter was discussed at a branch chief staff meeting. It was the general opinion that it would not be good security to eliminate the Division check system which has proven quite valuable in reducing security violations.

"The cost figures given in the employee suggestion are not accurate. The actual cost has been considerably below that quoted. Overtime pay has been authorized only for Division check and not for the branch check. Furthermore, many of the Division Staff Duty Officers have not claimed reimbursement, but have taken compensatory time off in lieu of overtime.

"However, the employee suggestion has been valuable in that it focused the attention of the Division Chief on this problem and certain changes in procedure have been initiated to be effective 1 January 1956. One of the changes is that overtime pay will no longer be authorized for this duty; the employees will be granted compensatory time off in lieu of overtime pay."

Savings estimated by SSA/DDS are \$235.20 per month (\$2820 per annum).

80

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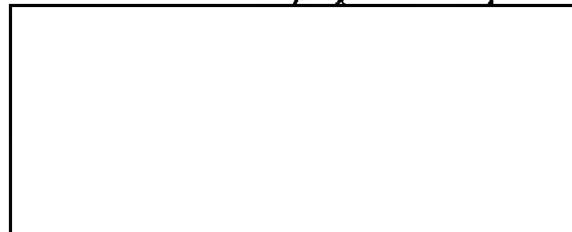
Suggestion No. 1581
(Continued)

IA Note:

This suggestion was also sent to DDS and DDI. They stated that this is no problem in their areas.

C. Recommendation of the Executive Secretary:

Approval - award of \$100 based on \$2820.00 annual savings.
(Suggester pointed up a problem and contributed to its solution although in a manner different from that suggested.)



25X1A

Refer To

1. Find out breakdown on

2820.00

2. Return To



25X1A

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Suggestion No. 1602

Date of Suggestion: 3 March 1955

25X1A

[redacted] Training JOT

GS-9

A. Summary of the Suggestion:

Suggester proposes that a language guide (Executive Secretary will have copy of guide at the meeting) be distributed to all professional and clerical personnel as evidence of the Agency's continuing interest in increasing the language qualifications of its personnel.

The guide consists of a chart showing regular Russian grammatical inflections and a Russian-English transliteration table according to the BGN (United States Board on Geographic Names) system. The guide is intended to complement the Russian language materials used by:

- a. The beginning, intermediate, or advanced student,
- b. The student enrolled in full - or part-time courses,
- c. The self-help student.

B. Evaluations of the Concerned Offices:

The Chief, Basic School, Office of Training on 7 June 1955 stated the following:

"This suggestion has merit, and with some corrections and amplification may very well be deserving of an award.

"It is recommended that the suggester be advised to consult with [redacted], Instructor in Slavic Languages, OTR. [redacted] has some ideas concerning changes which would increase the value of the suggestion. After such discussion the suggestion should be re-submitted for further consideration. [redacted] is located in Room 103-B, R&S Bldg., extension [redacted]"

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25X1

The Instructor in Slavic Languages, Office of Training stated on July 15, 1956 the following:

"The statement which I made last year and which you incorporated into your memo of 7 June 1955 pretty much represents our view on the merit of Suggestion No. 1602. Since that time I have spoken to the suggester in detail, and have pointed out certain revisions which he has agreed to make and which will increase the value of the chart.

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Suggestion No. 1602 Cont.

"Meanwhile we are already distributing copies of the chart to currently enrolled Russian students, with a view of finding further ways to improve it.

"In addition, the chart with a few modifications will be incorporated in the Basic Kit for Students and Users of Russian, a handbook of useful information arranged to provide ready reference. The suggester's chart will be of value here, also.

"The suggester has done a good job in summarizing and presenting succinctly the most common Russian grammatical endings, and he has used it in his previous teaching. It will be of some benefit to students of Russian, and to users of the language whose grammar is weak.

"It is the opinion of the undersigned that this teaching aid, especially in its improved form, will be useful to at least several hundred people, and probably eventually many more. Judging by the proportions of other awards made, it is our honest opinion that the suggestion is worth about \$50 (fifty dollars).

"If further comments are desired do not hesitate to call me."

INCENTIVE AWARDS NOTE:

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On 16 July 1956 [redacted] was called by [redacted] 25X1A who reported that he had discussed the suggestion with [redacted] the suggester. They have agreed on some modifications and [redacted] has adopted it as modified and distributed several copies for use by Russian language students. Discussed the scale, the guide for intangible benefits, with [redacted] who then stated he felt this was worth about a \$50.00 award and would so recommend. He felt it was probably of slight benefit, but of at least local application and might justify "extended application".

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25X1A

C. Recommendation of the Executive Secretary:

Approval. \$25.00 - \$50.00 based on intangible benefits (slight benefit-local application).

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\$50 now
Reevaluate for award later - 1 yr.
-2-
Send to NSA file Russia via CSC.

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Suggestion No. 1766

25X1A

[redacted] Office of Research and Reports Reader GS-9

Date of Suggestion: 28 April 1955

A. Summary of the Suggestion:

Suggester proposes that a study be made of the colors currently used in CIA reports. (The general tone of the suggestion was that "easier on the eyes" paper would safeguard the eyes of the CIA employees).

B. Evaluation of the Office Concerned:

On 3 July 1956 the Office of the Deputy Director (Intelligence) stated the following:

"This suggestion on its face does not necessarily recommend that the colors now used in CO reports and [redacted] STATSPEC cards be changed. It simply suggests that "some study be made of the colors currently used". This would imply that the result of the study could be a change of color or the use of lighter shades of the present colors.

"The comments of the concerned offices may be summarized as follows:

(1) ORR, a consumer office, seems to feel the use of lighter hues of the present colors is a good idea and suggests that the Medical Staff comment.

(2) The Medical Staff believes that less violent shades would be more restful although it doubts that any serious damage is being done to the eyes of readers by using the present colors.

(3) CO has no objection to the use of lighter shades of pink and yellow provided that the Logistics Office and Government Printing Office can procure such stock. CO is unwilling, however, to completely change the colors now in use due to the association by readers of the present colors with the product.

(4) Logistics Office states that color consistency is impossible to maintain owing to the procurement processes which GPO must adhere to in buying paper.

"It would appear then that the suggestion has some merit but

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Suggestion No. 1766 Cont.

is impossible of achievement because of the Government's procurement system and the resultant inability to procure paper stock from the same manufacturer over a period of time. I would think that certainly the suggester is entitled to a letter of commendation and possibly a nominal award on the basis of the ORR and Medical Staff comments and owing to the fact that the Government Printing Office will, if possible, procure the lighter shaded paper. It is obvious that benefits accruing from a suggestion of this type are impossible to measure monetarily but one or both of the previously mentioned awards might well be in order.

C. Recommendation of the Executive Secretary:

Award of \$10 to \$25 based on the evaluation of [redacted]
Office of the Deputy Director (Intelligence) above.

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Agency intangible benefits are considered to be:

(1) Suggestion produced the study recommended. Within the limits of feasibility, softer shades of the colors used for [redacted] cards and OO reports will be obtained by Office of Logistics from GPO.

STATSPEC

STATSPEC

(2) Prior to study generated as result of suggestion, Logistics had not been notified of any desire for such a check with GPO by [redacted] or OO.

#10

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Suggestion No. 1824

Date of Suggestion: 20 May 1956

25X1A

[Redacted] Personnel Finance Clerk GS-7

A. Summary of the Suggestion:

Suggester's proposed revision of the format and procedures for using Form 37-190, Insurance Questionnaire.

B. Evaluation of the Office Concerned:

The Office of Personnel on 28 June 1956 stated the following:

"There is attached a revised Form 797, Insurance Questionnaire, which incorporates the suggestion for making this form serve also as the authorization for payroll deductions to cover insurance premiums. (Form 37-190 to which the suggestion was directed had been superseded by the earlier edition of Form 797, dated 1 September 1955, prior to review of the suggestion.)

"The procedural changes proposed by the suggestor have been adopted with some modification: a third copy of the form has been provided for retention in the Central Processing Branch during processing and subsequent filing in the Official Personnel Folder.

"The elimination of the separate form for authorization of payroll deductions will result in small savings of time. Improvements in format over the previous Form 37-190 were made in the initial revision of that form to the September 1955 edition of Form 797 and were independent of this suggestion. Reconsideration of the form to adopt the feature noted above did, however, offer an opportunity to convert the form to a carbon-interleaved, snap-out style.

"The revised Form 797 will be available for use in August 1956. Although we are unable to estimate dollar savings directly attributable to the suggestion, it did result in the elimination of one form and improved design of another and will make some savings of time possible. It is recommended that the suggestor be given a nominal award."

C. Recommendation of the Executive Secretary:

Approval - Award of \$25.00 for intangible benefits.

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(R)

CONFIDENTIAL

Suggestion No. 2104

25X1A

[redacted]

Office of Training Instructor GS-14

Date of Suggestion: 1 November 1955

A. Summary of the Suggestion:

Suggester proposes that Form "610 "Routing and Record Sheet" be drawn up with a heavy line under Box 11 and words to the effect: "For Use of RI Only" Do Not Write Below This Line.

B. Evaluation of the Office Concerned:

The Records Management Staff stated on 17 July 1955:

"Foreign Intelligence, Records Integration has evaluated this suggestion with the recommendation that it be adopted and forwarded to the Forms Management Branch for formalization as to the recommended changes on Form 610 for use in the Clandestine Services.

"This Office considers the suggestion to have merit and has taken steps to implement its adoption to the extent that all overprinted Form No. 610's requested by the Clandestine Services will in the future incorporate this information. The suggester should be given an award commensurate with the undetermined intangible benefits which may be derived from the adoption of the suggestion to this extent."

Incentive Awards Note:

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Further followup with [redacted] Deputy Chief of Records Integration reveals that he considers this suggestion would provide a slight benefit of local application.

C. Recommendation of the Executive Secretary:

Approval. Award of \$25 - .50 based on intangible benefits-slight benefit - local application.

Ltr of thanks

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Suggestion No. 2190

Date of Suggestion: 30 December 1955

25X1A

[redacted] Office of Training Intelligence Officer GS-12

A. Summary of the Suggestion:

Suggester proposes that a "sign in" system such as the following would protect the "sensitive" personnel from char force, guards, etc.. This could be done by having employees sign in and out on individual slips which would be dropped into a locked metal box at the guard's desk. These slips, approximately 3 x 5 in size, would have on one side a place for ID card number, date, time, "in" or "out," and room number. This side would be shown the guard, along with the ID card. The signature would appear on the other side, and would not be shown the guard before the slip was dropped in the box. In this way true identities of US personnel would not be readily available to the guards or to others.

B. Evaluation of the Concerned Office:

The Office of Security evaluation dated 14 March 1956 is briefed as follows: The idea in the suggestion is generally good; however, the Office of Security does not feel it is as serious as stated. They feel that suggested system is too cumbersome and that the additional work required to administer such a system would not be commensurate with the slight degree of added security thus provided. However they feel that the employee deserves recognition for his suggestion as they do plan to take action which will accomplish nearly the same results as suggested.

This Security plan is to place a heavy cover on the log sheet which would conceal all names already entered therein and expose only the next succeeding vacant lines. In addition they plan to reiterate existing instructions to the guards that they not permit anyone other than authorized personnel of the Office of Security to peruse the log book.

Although we are not adopting the employee's suggestion as written, we do plan to take action which will accomplish nearly the same results. We therefore feel that the employee deserves recognition for his suggestion and recommend that he be given a commendation.

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Suggestion No. 2190
(Continued)

IA Note:

Suggestion deferred from June 1956 meeting to determine if suggestion adopted.

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Telephone conversation with [redacted] of Building Security Branch, Office of Security, reveals that the system was put into effect at [redacted] on trial basis - use in other buildings to follow as necessary.

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C. Recommendation of the Executive Secretary:

Adopt. Award \$10 - \$25 based on intangible benefits (pointing out a problem and contributing to its solution, although in a manner different from that suggested).

\$10⁰⁰

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Suggestion No. ID-2274

25X1A

[redacted] Department of Interior

Date of the Suggestion: 9 March 1956

A. Summary of the Suggestion:

Suggester proposes use of a Calendar Day Calculator which is designed for the use of persons who compute periods of 60, 90 and 120 calendar days. (See attached chart)

B. Evaluation of the Office Concerned:

The Office of the Comptroller on 25 April 1956 stated the following:

"The Calendar Day Calculator, CSC Form 487 has been adopted in the Finance and Fiscal Payroll offices. It has limited application in determining the completion date of the 90-day qualifying period for accrual of leave. Copies of the form have been distributed.

"The suggestion has been adopted for its convenience of reference rather than any actual monetary savings involved. Savings, if any, would be very nominal because of its limited application to the leave records and the small number of cases on which it will be used."

SUGGESTION AWARDS NOTE:

Further followup with [redacted] Technical Accounting Staff evaluator revealed that there are intangible benefits and he believes a minimum award for intangible benefits is in order.

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C. Recommendation of the Executive Secretary:

Approval. Award of \$10.00 based on intangible benefits.

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O'Keeffe
subject to clarify

CHART FOR COMPUTING PERIODS OF 60, 90, AND 120 DAYS

Approved For Release 2003/03/10 : CIA-RDP80-00832A000300010012-0

This chart is designed for the convenience of personnel, leave, and payroll clerks, as well as other persons who compute periods of 60, 90, and 120 calendar days.

To use it, simply take the identical date of the month in which the 60-, 90-, or 120-day period ends; subtract the corresponding figure indicated in the chart for that month; and your answer will be the last day of the period in question. For example, to compute the end of 90 days of service which began on January 6th, take the identical date in April; subtract 1; and the answer is April 5th.

Separate columns are provided for use when the ending date occurs in a leap year.

STARTING DATE	60 DAYS	LEAP YEAR	90 DAYS	LEAP YEAR	120 DAYS	LEAP YEAR
JANUARY	Mar. 0	-1	Apr. -1	-2	May -1	-2
FEBRUARY	Apr. 0	-1	May 0	-1	Jun. -1	-2
MARCH	May -2	-2	Jun. -3	-3	Jul. -3	-3
APRIL	Jun. -2	-2	Jul. -2	-2	Aug. -3	-3
MAY	Jul. -2	-2	Aug. -3	-3	Sep. -4	-4
JUNE	Aug. -2	-2	Sep. -3	-3	Oct. -3	-3
JULY	Sep. -3	-3	Oct. -3	-3	Nov. -4	-4
AUGUST	Oct. -2	-2	Nov. -3	-3	Dec. -3	-3
SEPTEMBER	Nov. -2	-2	Dec. -2	-2	Jan. -3	-3
OCTOBER	Dec. -2	-2	Jan. -3	-3	Feb. -4	-4
NOVEMBER	Jan. -2	-2	Feb. -3	-3	Mar. -1	-2
DECEMBER	Feb. -3	-3	Mar. -1	-2	Apr. -2	-3

Approved For Release 2003/03/10 : CIA-RDP80-00832A000300010012-0

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Approved For Release 2003/03/10 : CIA-RDP80-00832A000300010012-0

SECRET

27 April 1966

2343

MEMORANDUM

TO : Executive Secretary, Incentive Awards Committee
SUBJ: Employee Suggestion

1. Transmitted herewith is an Employee Suggestion to expedite the preparation of Finance Division posting documents for Machine Records Division processing.

25X1A

2. This Suggestion was discussed by [redacted] of the Incentive Awards Staff and [redacted] of the Finance Division. Through this discussion, it was determined that this Suggestion as presented does not conflict in any way with Suggestion #263. Suggestion #263 recommended only that the "Travel Voucher" be revised. It was not suggested that the "Travel Voucher" be utilized as the final Finance Division posting document.

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Approved For Release 2003/03/10 : CIA-RDP80-00832A000300010012-0

Next 1 Page(s) In Document Exempt

Approved For Release 2003/03/10 : CIA-RDP80-00832A000300010012-0

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only a duplication of effort, but may cause many transpositions and other similar errors.

After the transcription is completed, from 15 to 20 accounting documents are attached to one Posting Voucher and the debit and credit columns are totaled. The voucher is then passed to the Chief, [redacted]

[redacted] for approval. The Chief, [redacted] reviews and approves the entries made on the Posting Voucher and passes it to the Batch Control Clerk's desk.

25X1
25X1

The Batch Control Clerk detaches the supporting documents, assembles the vouchers in a "batch", establishes control totals, and transmits the batch to Machine Records Division for further processing. When the vouchers are returned from Machine Records Division, the control totals are verified, and the supporting documents are re-attached to the voucher prior to placing on file.

(b) Counter Checks

When the Counter Checks are received in [redacted], an individual line posting is made on the "Confidential Funds Posting Voucher" for each debit to General Ledger Account 592.0, "Counter Checks Payable" and each credit noted on the Counter Check to General Ledger Account 144.2, 150.2, 300.2, or 148.7. This transcription is not only a duplication of effort by [redacted] and [redacted] but may cause many transpositions and other similar errors.

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The Posting Voucher is further processed in accordance with (a) above.

(c) Advice of Allotment Authorization

When the Advices of Allotment Authorizations are received in [redacted] Accounts Branch, from the Budget Division, an individual line posting is transcribed on the Confidential Funds Posting Voucher for each debit to General Ledger Account 135, "Appropriated Funds Allotted for Confidential Operations" (by fiscal years with decimal) and all line item credits to General Ledger Account 610, "Unobligated Allotments" (by fiscal years with decimal). This transcription is not only unnecessary, but may cause many transpositions and other similar errors.

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The Advices of Allotments are further processed in accordance with (a) above.

2. Transactions Involving Cash Disbursements

(a) Request for Advance Form

When the form is certified for payment, it is hand carried by the advances to the Disbursing Office for appropriate cash disbursement.

After the cash disbursement is made, Disbursing Office makes an individual line posting on a Confidential Funds Posting Voucher for each disbursement. There is no established time that these forms are transmitted to [redacted] Accounts Branch, for further processing.

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When the forms are received in Voucher Preparation Section, an individual line posting is transcribed from the form to the Confidential Funds Posting Voucher for each debit to the various general ledger accounts. This is not only a duplication of effort by O & L Branch, Payroll & Travel Branch, and the [redacted] Accounts Branch, but may cause transpositions and other similar errors.

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involving cash disbursements be hand carried to the Voucher Preparation Section at 10:00 AM, 12:00 NOON, 2:00 PM, and 4:00 PM daily. If this procedure is followed, a constant flow of work will be maintained at all times in the [redacted]

[redacted] There is no need for the [redacted] to transcribe the posting information from the Travel Voucher to the Confidential Funds Posting Voucher. It is suggested that the space available at the bottom of this form be supplied with the posting information by O & L and Payroll & Travel Branches (See Exhibit "B"). Under this procedure, the transcription process would be abolished. Each Travel Voucher would be assigned a Finance Division Voucher Number and Machine Records Division would punch the necessary accounting information from the Travel Voucher.

(b) Counter Check

There is no need for [redacted] to transcribe the necessary accounting information from the Counter Check to the Confidential Funds Posting Voucher. The necessary accounting information should be underlined in red by [redacted] (See Exhibit "D"). After a short educational period, the underlining process will not be necessary. Machine Records Division could then punch from the original Counter Check. Control totals for each General Ledger Account should be inserted on a Confidential Funds Posting Voucher and Machine Records Division should prepare a proof listing to be used for control purposes and as documentary support to be attached to the Posting Voucher.

(c) Advice of Allotment Authorization

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utilizes an average of 14,860 man hours per year to prepare and process Confidential Funds Posting Vouchers. When all accounting forms currently utilized in Finance Division are revised to include the necessary posting information, it could reduce the required man hours in this Section from 14,860 to 6,240. Also, it will greatly expedite the recording of Finance Division accounting documents.

(b) Reports & Analysis, Accounts Receivable, and Other Sections Within Accounts Branch

It is difficult to estimate the amount of time the above sections will save under the proposed procedure. However, it is estimated that 80% of the clerical posting errors are the result of transcribing the posting information from the raw accounting documents to the Confidential Funds Posting Vouchers. A great deal of these errors are transpositions.

If this procedure is adopted, this type error will be eliminated.

(c) Budget and Fiscal Officers of the Various Divisions Within the Agency

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VALUATION OF EMPLOYEE SUGGESTION

2343

TO: EXECUTIVE SECRETARY, INCENTIVE AWARDS COMMITTEE	FROM: Acting Chief, Technical Accounting Staff Office of the Comptroller
--	---

ACTION RECOMMENDED

- | | |
|-----------------------------------|---|
| INDICATE ACTION
RECOMMENDED BY | 1. ADOPT FOR USE. (DATE ADOPTED <u>June 1956</u>)
2. ALREADY IN EFFECT BUT THIS SUGGESTION MAKES ADDITIONAL CONTRIBUTION. (SPECIFY BELOW) |
| PLACING ACTION
NUMBER IN BOX | 3. DISAPPROVED FOR ADOPTION.
4. ALREADY IN EFFECT AND NO PART OF THIS SUGGESTION MAKES ADDITIONAL CONTRIBUTION.
5. REQUIRE FURTHER STUDY. (EXPECTED DATE OF COMPLETION _____)
6. OTHER (SPECIFY BELOW)
7. REFER SUGGESTION TO - (OTHER COMMENT) |

1

REASONS FOR RECOMMENDATION

In order to guide the Incentive Awards Committee in making final determination, an analysis of the anticipated first year's savings and/or other benefits should be shown here. If applicable, indicate and explain below proposed disposition of savings as (1) elimination savings, (2) increased output at same cost or (3) application of resources saved to some other necessary activity. If suggestion contains intangible value, such as morale, safety, etc., please indicate the extent of the area which you think the suggestion will affect, i.e.: the immediate area, office-wide, Agency-wide. Attach additional sheet if more space is needed.

9. Net annual savings to the Agency is summarized as follows:

Elimination of overtime costs \$ 2,466

The suggester's figures for overtime are used, based on actual costs of 793 hours for 1955 calendar year.

Projection of the overtime, based on last six months work reports would indicate about 600 hours of overtime per year.

Reduction in forms cost

The suggester estimated total cost of forms used - \$66.40, less cost of forms to be used - \$61.64, equals net savings - \$59.76, or - 60

Reduction in search time for vouchers

See paragraph 4.

314

Sub-total \$ 2,840

Deduct:

Estimated increase in costs to add
See paragraph 5.

240

ESTIMATED NET SAVINGS \$ 2,600
SAVINGS

CONTINUED ON ATTACHED SHEET

DATE:

37 JUN 1956

SIGNATURE OF EVALUATING OFFICIAL (NAME, RANK, GRADE)

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Suggestion No. 2350

Date of Suggestion: 18 May 1956

25X1A

[REDACTED] Logistics Property and Supply Clerk GS-5

A. Summary of the Suggestion:

Suggester proposes at the present time a Purchase Order file is prepared for each purchase request, as well as an individual sub file (referred to as data - numbers) for an order indicating a different vendor. As a result we have some purchase folders with as high as nine or ten folders. It is not unusual for a purchase action to have as many as four or five receiving reports each with a separate folder.

My proposal is to eliminate the sub folders, consolidating all of the actions in a single file, containing the requisitioning office's voucher or Stock Management requisition. In addition to the savings in folder and file space, the resultant saving of time would be considerable.

B. Evaluation of the Concerned Office:

On 3 July 1956 the Chief Administrative Staff, Logistics evaluated the suggestion and stated that it was a sound idea and had been adopted. Also stated that savings of £398.72 per annum were correct. (Suggester estimated savings at £351.92 for manhours saved and £46.80 saved by reduction of number of file folders used).

C. Recommendation of the Executive Secretary:

Approval. Award of £20 based on tangible savings of £398.72.

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Suggestion No. 2390

Date of Suggestion: 14 June 1956

STATINTL [REDACTED] Deputy Director (Plans) Secretary GS-5

A. Summary of the Suggestion:

Suggester proposes that straps similar to ones used in subways be installed on the shuttles to improve safety during rush hours of those persons who have to stand in the aisles.

B. Evaluation of the Concerned Office:

The Office of Logistics evaluated the suggestion on 9 July 1956. Briefly they stated that they are adopting the idea with a modification. They will use stainless steel bars suspended from the ceiling, which will provide a more stable hold and reduce surge of passengers during starting and stopping movements of buses instead of straps. The Office of Logistics checked the idea with the CIA Safety Officer and has his concurrence for adoption.

17 July 1956 telephone conversation with [REDACTED] Transportation Division/OL reveals that the suggestion has intangible value (slight benefit - local application).

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C. Recommendation of the Executive Secretary:

Approval. Award of \$25 - \$50 based on intangible benefits (slight benefit - local application).

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SECRET

Suggestion No. 2412

Date of Suggestion: 22 June 1956

25X1A

Office of Training

Intelligence Officer GS-7

A. Summary of the Suggestion:

The Suggester proposed reorganizing the format of the Agency's check list of existing regulatory issuances in order to facilitate production of the list and its being read by the recipient. He specifically proposes:

1. Eliminating unimportant details.
 2. Rearrangement of columns.
 3. Elimination of two columns.
 4. Clearer identification of issuances cited.
 5. Use of occasional spaces or dots in columns as guides to aid reading across from one column to another.
 6. Briefer method to cite specific pages in issuances listed.

B. Evaluation of the Office Concerned:

On 9 July 1956 the Acting Chief, Regulations Control Staff stated the following:

"The suggestion pertaining to the numbering of regulations, notices, and handbooks for the purpose of identification will be adopted.

"The suggestion pertaining to the numbering of the pages as 1-4, 6-10, etc., is not acceptable, since the page numbers could be misconstrued. For the sake of clarity, we feel that the exact number of pages should be shown; however, as a result of this suggestion, we will list each page separately as follows:

1, 2 and 3 15 Nov 1954"

INCENTIVE AWARDS NOTE:

25X1A

25X1A

[redacted] explained that Paragraph 1a. above was intended to indicate that the use of symbols (R for Regulation, N for Notice, [redacted] Notice, HB for Handbook, etc.) is the portion of suggester's recommendation which has been adopted.

It was explained to him the guide for determining the

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Suggestion No. 2412 Cont.

amount of award for suggestions with intangible benefits; he recommended an award of 10-25 dollars (slight benefit, limited application) and stated that he felt the \$25.00 award seemed most appropriate to him in this case.

In addition, the use of abbreviations dB, R, etc. will eliminate use of two columns presently in use.

C. Recommendation of the Executive Secretary:

Approval Award for intangible benefits \$10.00 - \$25.00.

10-25

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Suggestion No. 2438

Date of the Suggestion: 9 July 1956

STATINTL

[redacted]

Contact: Negotiator, Office of Logistics

A. Summary of the Suggestion:

Suggester proposes standards for uniform filing of material in the contract files of the Procurement Division, Office of Logistics.

B. Evaluations of the Offices Concerned:

The suggestion was sent to the Suggestion Awards Staff via the Chief Administrative Staff, Office of Logistics. The following is the accompanying memorandum from the Chief, Procurement Division of Logistics.

"The Procurement Division has been conducting an internal improvement campaign centered around a beneficial suggestion program. Most of the suggestions received have been within the scope of the individual's positions. However, occasionally a suggestion is received which has considerable merit, is outside the scope of the individual's job, and for which it is felt recognition should be given.

"One such suggestion was received from [redacted] STATINTL a contract negotiator. It concerned a format for filing correspondence in contract jackets, and was compiled over a period of time. The suggestion in substantially the form attached was submitted to the Records Management Staff and a very thorough and efficient review was made by [redacted] The final result was that with minor modifications, [redacted] suggestion was adopted and is now in effect within the Procurement Division.

STATINTL

"It is very difficult to evaluate this contribution in dollar savings. Six filing cabinets totaling approximately \$600 have been eliminated. Estimates on time savings by being able to locate material in jackets cannot be accurately estimated at this time. However, if only partially successful, and results won't be evident until new contracts have used this system for some time, it is estimated that a saving of only 10 minutes a day for the 20 or more negotiators involved will result in a saving of over \$2000 a year. (20 persons x 10 minutes = 200 minutes per day or 16 2/3 hours/week or approximately 830 hours x \$.25 average = \$2075.00)

STATINTL

"It is recommended that [redacted] be considered for a cash award in accordance with the Incentive Awards Program."

CIA INTERNAL USE ONLY

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Suggestion No. 2438 Cont.

STATINTL

On 16 July 1956 [redacted] of the Records Management Staff made the following comments concerning the suggestion:

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STATINTL

"[redacted] of the Procurement Division, Logistics was called this date regarding the recommended award for Mrs. [redacted]. It was explained to him that the \$600 savings in filing cabinets could not be attributed to [redacted] suggestion since it concerned only standards for filing material in the contract folders.

STATINTL

STATINTL

"It was recommended to [redacted] that an award be based on a saving of one hour weekly for the twenty people concerned with the contract files. At an average hourly salary of \$2.50, the annual saving would be \$2,600. [redacted] concurred in estimating the savings on this basis."

STATINTL

C. Recommendation of the Executive Secretary:

Approval. Award of \$90 based on tangible savings of \$2600.00.

CIA INTERNAL USE ONLY

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Suggestion No. 728

Date of Suggestion: 2 February 1954

STATINTL

[REDACTED] Deputy Director (Plans) Intelligence Officer
GS-12

A. Summary of the Suggestion:

ILLEGIB

He accordingly suggests that a simple system of arrows be installed to hang from the ceilings of the corridors of L, K, and J Buildings indicating the rear exists, and that similar arrows be mounted on stakes in the rear of these buildings, indicating the rear entrances. He suggests furthermore that similar arrows indicating the nearest way up and the nearest way down be posted in the building.

B. Evaluation of the Concerned Office:

On 23 March 1956 the Office of Logistics reported:

"As a result of a survey, a work order will be submitted to PBS to replace existing signs with adequate informative signs. However, signs will be installed conspicuously at wing entrances and other locations in lieu of hanging from the ceiling as suggested. In connection with indicating signs at rear entrances, it is believed that adequate signs are presently posted at rear gate entrances.

"The main feature of the suggestion is approved for adoption; however, exception to features mentioned in the second paragraph of the suggestion are noted above."

CIA INTERNAL USE ONLY

CIA INTERNAL USE ONLY

Suggestion No. 728
(Continued)

IA Notes:

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IA Note of 10 August 1954 reveals that telephone followup with [redacted] disclosed no further information; however, he will check further to determine the results of a study which was to have been completed on 9 February 1954. Further followups in November were made and finally produced the following evaluation dated 23 March 1956 signed by Chief, Administrative Staff, Office of Logistics which recommended adoption for use.

IA Note #2 - This suggestion overlaps and duplicates in part earlier suggestion which we do not feel solved the problem. One suggestion, #237, was approved for an award of \$20, and proposed installation of exit locator indicators in buildings I through L showing when particular exit's were open. Another, #444, was turned down as a duplicate. A third, #252, received an award of \$15 for proposing erection of directional signs at the head of each wing in buildings I through L.

C. Recommendation of the Executive Secretary:

Disapproval.

ILLEGIB



CIA INTERNAL USE ONLY

CIA INTERNAL USE ONLY

Suggestion No. 1364

Date of Suggestion: 22 November 1954

STATINTL

[redacted] Office of Deputy Director (Plans) Branch Chief
GS-12

A. Summary of the Suggestion:

The suggester proposes that the Federal Credit Union, Agency Branch, procure and use an endosograph machine to replace the present process of hand-stamping endorsements on employee checks. It is noted that an endosograph machine with item counter and changeable date stamp is available for less than \$400.00; and that the operation might also be done through the use of a Printomatic machine costing less than \$25.00. Through the use of machine overprinting, endorsing can be accomplished at the rate of well over 300 items per minute; thereby increasing the efficiency of operation, particularly by making another employee (teller) available to assist at the paying and receiving windows on payday.

B. Evaluation of the Concerned Office:

STATINTL

[redacted] of the Credit Union evaluated the suggestion and advises the Committee as follows:

"This is a good suggestion but lack of space prevents use of other tellers. A new register has been ordered at a cost of \$5000.00 and this will help speed up transactions. Space is, however, the great deterrent to many improvements. This problem has been under consideration for a long time."

In Note:

STATINTL

[redacted] discussed this suggestion and its evaluation with [redacted] evaluator, on 26 June 1956. [redacted] stated that his space problems are just as bad or worse now than they were before. He considers his previous evaluation valid and currently true.

C. Recommendation of the Executive Secretary:

Disapproval. Not adopted.



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My suggestion is that a survey be made of the present method of collecting Group Hospitalisation Insurance payments for Subgroups 5451/90, 91, and 92, to see if it could not be improved.

NEED

The present method appears to take more time than absolutely necessary.

PRESENT METHOD

In accordance with the memorandum attached, the present method by which employees in Subgroups 5451/90, 91, and 92 may pay hospitalisation (and there appear to be a large number of employees in these groups) is to go in person to one certain room on one certain day of each month between the hours of 9 and 12.

The memorandum lists three individuals who are to collect from three alphabetical divisions of employees. This month and last only two individuals were collecting. At the present time, when an employee arrives at the designated room, he finds two lines extending out into the corridor, with no one appearing to know which line covers which alphabetical division. When the employee arrives at the head of the line, he sees on the table before one of the collectors a small sign reading "Q through Z." In many instances, employees stood in the queue for some time; when they arrived at the head of the line, they were told that they were in the wrong line and would have to go back to the end of the other line.

(I believe it is possible to pay in advance, but the memorandum does not indicate how this can be accomplished, and the collectors were too busy to be queried.)

CHANGES SUGGESTED FOR CONSIDERATION

I suggest that one or more of the following be considered:

1. That there be made as many signs as there are letters of the alphabet, that signs be placed beside the door as well as on the table, and that the signs indicate in which line employees should stand.

CONTINUED ON REVERSE SIDE

DRM NO. 244 REPLACES 10074 WHICH

(47)

CHANGES SUGGESTED FOR CONSIDERATION (Continued) CIA INTERNAL USE ONLY

2. That employees who pay by check be allowed to send their checks by internal mail to one central desk, and that the time of submission be extended (from three hours on one certain day) so they could send in their checks from the 1st through the 4th of the month.
3. That one person in each component under these subgroups be allowed to collect for the people in his office and remit to one central desk.
4. That methods worked out by other subgroups be observed to see if a quicker process has been evolved.
5. That the quick easy way registration of voters is checked be observed to see if it could not be adapted.
6. That, where possible, hospitalization payments be deducted from the employee's pay check.

Approved For Release 2003/03/10 : CIA-RDP80-00832A000300010012-0

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Approved For Release 2003/03/10 : CIA-RDP80-00832A000300010012-0

Office Memorandum • UNITED STATES GOVERNMENT

DATE: 9 May 1956

TO : The Record

25X1A

FROM [redacted]

SUBJECT: Suggestion 1511

This case was discussed with [redacted] who feels Insurance collection methods within Agency Offices is the responsibility of the Office of Personnel and not FI.

25X1A

[redacted] will discuss with [redacted] to settle this point. He agreed that IAP should determine by telephone if FIB made any improvements in view of this suggestion.

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1521

~~Office of Personnel~~

This suggestion was returned to this office for follow-up as to whether it had been adopted by the office concerned.

The chief collector for the PI sub group has been contacted and advised as that the suggestion was not adopted. He also states that no complaints have been received since the one which is presumed to have led to this suggestion.

10 Apr 1956

[redacted]
Executive Officer

~~Office of Personnel~~

25X1A

12 April 1956

25X1A

25X1A

[redacted]
Reference is made to a telephone call yesterday with
[redacted] of your office regarding employee suggestion
No. 1511.

The responsibility for the method of handling collections of premiums for GHI premiums by the individual component of the Agency is, insofar as this office is concerned, each component's own. This office is responsible only for the receipt of the collected premiums from a designated collector and the forwarding of these premiums to Group Hospitalization Inc., together with the resulting necessary bookkeeping. Therefore, this office is not in a position to evaluate the attached suggestion any further than was done in our previous memorandum of 17 March 1955.

However, a personal observation would indicate that, indirectly, the presently adopted system of large letters on cards being placed behind the collectors showing the correct line by name might be attributed to the suggestion.

Further, a check with the office concerned (FI) indicates that such a problem as was pictured in the suggestion, has not existed. During the last several months, the collecting has been observed and there have not been any long waiting lines; according to personnel in FI.

Inasmuch as FI is the operational unit involved, it appears that they and they alone can make the evaluation requested by you

EVALUATION OF EMPLOYEE SUGGESTION		Suggestion No. 15-11
TO: Executive Secretary, Incentive Awards Committee	FROM: Chief, Insurance and Claims Branch, Employee Services Division, Pers.	
ACTION RECOMMENDED		
CHECK APPROPRIATE BOX:		
<input type="checkbox"/> Adopt for use.	<input type="checkbox"/> Suggestion already in effect and no part of suggestion makes added contribution.	
<input type="checkbox"/> Disapproved for adoption.	<input type="checkbox"/> Suggestion already in effect but makes added contribution.	
<input type="checkbox"/> Requires further study (indicate below the expected date of completion).	<input type="checkbox"/> Other (please specify in section below).	
REASONS FOR RECOMMENDATION		
<p>In order to guide the Incentive Awards Committee in making final determination, an analysis of the anticipated first year's savings and/or other benefits should be shown here. If applicable, indicate and explain below proposed disposition of savings as (1) allotment savings, (2) increased output at same cost or (3) application of resources saved to some other necessary activity. If suggestion contains intangible value, such as morale, stability, etc., please indicate the extent of the area which you think the suggestion will effect, i.e.; the immediate office-wide, Agency-wide. Attach additional sheet if more space is needed.</p>		
<p>It is assumed that the member making this reference suggestion is a member of the group involved in the difficulties mentioned in paragraphs 1-6.</p>		
<p>The writer is aware of the ground rules mentioned therein, but is able to do little in the way of improving the situation since the attached memorandum, dated 27 January 1955, Subject: Information Pertaining to Payments of Hospitalization, is an administrative order drawn by the component of the Agency handling Sub-Group 5451/90/91 and 92. It is assumed that the Division Chief or Administrative Officer has assigned a fixed time for such collections on one of the first five working days of the month only, along with certain other ground rules. It is no doubt felt that the volume of payments is such that it can be handled during those specific hours and that a considerable conservation of time can be effected so far as the collectors are concerned. It will be appreciated that this office has no jurisdiction over the manner in which another component of the Agency chooses to administer its affairs and it is therefore felt that the person making this suggestion relative to the hours of collection and the signs spelling out what lines a person should form in, should bring it to the attention of the Administrative Officer or whoever is in charge of this collection operation. This office will, of course, lend any assistance that may be requested of it by this component in ironing out any procedure difficulties.</p>		
<p>Since, to date, the Insurance and Claims Branch, ESD, has not delivered its series of lectures relating to all these benefits to the DD/P component, it is possible they have not been made aware of the fact that checks may be sent by internal mail to their component collectors. The thinking embodied in paragraphs 2 and 3 should also be worked out with suggester's own component, together with the thinking mentioned in paragraphs 4 and 5.</p>		
(continued on next page)		
DATE	SIGNATURE OF EVALUATING OFFICIAL	

EVALUATION OF EMPLOYEE SUGGESTION		Suggestion No. 15-11 (continued)
TO: Executive Secretary, Incentive Awards Committee	FROM:	
ACTION RECOMMENDED		
CHECK APPROPRIATE BOX:		
<input type="checkbox"/> Adopt for use.	<input type="checkbox"/> Suggestion already in effect and no part of suggestion makes added contribution.	
<input type="checkbox"/> Disapproved for adoption.	<input type="checkbox"/> Suggestion already in effect but makes added contribution.	
<input type="checkbox"/> Requires further study (indicate below the expected date of completion).	<input type="checkbox"/> Other (please specify in section below).	
REASONS FOR RECOMMENDATION		
<p>In order to guide the Incentive Awards Committee in making final determination, an analysis of the anticipated first year's savings and/or other benefits should be shown here. If applicable, indicate and explain below proposed disposition of savings as (1) allotment savings, (2) increased output at same cost or (3) application of resources saved to some other necessary activity. If suggestion contains intangible value, such as morale, etc., please indicate the extent of the area which you think the suggestion will affect, i.e.; the immediate area, office-wide, Agency-wide. Attach additional sheet if more space is needed.</p>		
<p>This office, incidentally, has called subject's component and has talked with the collectors as regards the lines, signs directing the members alphabetically, and the matter of submitting payments by check to their collectors in order to avoid spending time in the line during the three hours mentioned in the suggestion. Each of the collectors involved states that they do not recall any situations of this nature that have heretofore arisen. Nevertheless, steps have been taken to assure that nothing of this nature will arise at any future time.</p>		
<p>As regards paragraph 6, no hospitalization payments may be made by payroll deduction unless such member is on unvouchered funds payroll. This is a ruling by the Comptroller General of the United States and cannot be offset until such time as the federal Government may install its contemplated health plan throughout federal Agencies. In such event it is understood all hospitalization plans in effect in federal Agencies will at such time be eligible to make hospitalization payments through payroll deductions.</p>		
DATE 17 March 1955	SIGNATURE OF EVALUATING OFFICIAL	
ITEM NO. 37-1648 M 1953		-2-

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Approved For Release 2005/03/16 : GIA RDP80-00832A000300010012-0

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

FROM: Executive Secretary Incentive Awards Board 108 Escanaba				NO. 1511	
TO: (Officer designation, room number, and building)				DATE 14 October 1955	
				OFFICER'S INITIALS	
1.	DATE		RECD' FWD'D	COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)	
	REC'D	FWD'D			
	2.				
	3.				
	4.				
	5.				
	6.				
	7.				
	8.				
	9.				
	10.				
	11.				
	12.				
	13.				
	14.				
15.					
				This suggestion was removed from Round Robin for further evaluation. One of the Board members feels it should be evaluated by the employee's division which is FI. <i>/s/</i>	
				25X1A	
				Paul	
				What for? WJ /s/	
				This was the question of one of the board members:	
				"I do not concur as I do not feel that the suggestion has been fully evaluated. It appears that the employee's division is responsible for the condition mentioned and should therefore be required to evaluate the suggestion. Further, if steps have been taken to assure that nothing of this nature will arise at any future time (quoted from evaluation) should not the suggestor receive credit? <i>/s/</i>	
				25X1A	
				I won't take people's time by bucking paper around to no good purpose. "FI" can have no views on this that would make a contribution. Don't send this back here. <i>/s/</i>	
				25X1A	

FORM 610 USE PREVIOUS
1 DEC 55 EDITIONS

SECRET

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STATINTL

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It has always seemed inconceivable to me that a perfectly overt institution such as the Library of Congress should have an infinitely more secure system for the control of employee "carry outs" than does a highly sensitive Agency such as this one. In this Agency, one so inclined could carry out almost any number of documents daily because no one bothers to check the contents of packages being carried out by employees unless they seem to be in the technical equipment line.

Every evening dozens of people leave the building carrying books, newspapers, briefcases, envelopes, and nondescript packages which could contain almost anything. These people are never questioned concerning their burdens.

Naturally, it is not the business of the guards to look into each package or leaf through each book, newspaper, and magazine under the arm of every employee leaving the buildings at the end of the working day, but there is obviously a crying need for some form of document pass in addition to the property pass issued by Supply for the carrying out of operational technical equipment.

At the Library of Congress every person who borrows or purchases a book or document needs a stamp of approval from the authorities in charge of this approval before he can leave the building with it in his possession. An automatic stamp which gives the time and date of approval is used on the outside cover of the item to be carried out. This stamp is affixed on the envelope containing the purchased item by a clerk specially entrusted with providing these property passes, and the stamping mechanism itself is kept under lock and key and sole responsibility of this clerk. All of this is put into operation merely to prevent the pilferage of a few dollars worth of books. How much more important to prevent the pilferage of a few national secrets!

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the materials to be carried out is added to the normal duty of a reliable clerk and does not entail the hiring of special security officers.

It is suggested that a "PASS" stamp with time and date be provided for each of the receptionists in Agency buildings, and no packages, envelopes, briefcases, etc. be allowed to pass the guards without having this stamp affixed to them. Persons wishing to take out material after the closing of the reception offices would be forced to have their material stamped by the night security officer if they have failed to have it stamped during the closing hours of the day.

This system would not, of course, prevent documents from being taken out of the buildings surreptitiously by persons interested in this type of activity, but it would place an impediment of considerable magnitude in the path of such projects. It would also act as a strong deterrent to the minor pilferage of Agency property.

It is therefore suggested that the Agency personnel in close liaison with the Library of Congress be asked to make a survey of the system presently in use by that institution and that system be modified for use by this Agency. This system would not entail additional expenditures in time because it would be little trouble for the receptionists to perform this service and there would be comparatively few calls on the night duty officer for authentication of the removal of property from the buildings after the normal working hours.

EVALUATION OF EMPLOYEE SUGGESTION		SUGGESTION NUMBER 2204
TO: EXECUTIVE SECRETARY. INCENTIVE AWARDS COMMITTEE	FROM: Chief, Physical Security Division Office of Security	ACTION RECOMMENDED
INDICATE ACTION RECOMMENDED BY PLACING ACTION NUMBER IN BOX	1. ADOPT FOR USE. (DATE ADOPTED _____) 2. ALREADY IN EFFECT BUT THIS SUGGESTION MAKES ADDED CONTRIBUTION. (SPECIFY BELOW) 3. DISAPPROVED FOR ADOPTION. 4. ALREADY IN EFFECT AND NO PART OF THIS SUGGESTION MAKES ADDED CONTRIBUTION. 5. REQUIRE FURTHER STUDY. (EXPECTED DATE OF COMPLETION _____) 6. OTHER (SPECIFY BELOW) 7. REFER SUGGESTION TO _____ (OTHER COMPONENT)	
REASONS FOR RECOMMENDATION		
<p>In order to guide the Incentive Awards Committee in making final determination, an analysis of the anticipated first year's savings and/or other benefits should be shown here. If applicable, indicate and explain below proposed disposition of savings as (1) allotment savings, (2) increased output at same cost or (3) application of resources saved to some other necessary activity. If suggestion contains intangible value, such as morale, safety, etc., please indicate the extent of the area which you think the suggestion will affect, i.e.: the immediate area, office-wide, Agency-wide. Attach additional sheet if more space is needed.</p>		
<p>1. With respect to the subject employee suggestion, it should be noted that while the suggestion shows merit on the part of the suggestor, the idea is not a new one.</p>		
<p>2. The Office of Security has studied and discussed this problem over a period of years and has determined that, with the present large group of buildings, the many entrances to most buildings and the lack of proper storage space, a "package" control system would not be effective.</p>		
<p>3. An effective "package" control system for this Agency can not be compared with the "Property Pass" system used at the Library of Congress. A control stamp placed on a "package" by the building receptionist would not merit the effort of affixing such a stamp. The reception room is certainly not the place to check the contents of packages, suitcases, briefcases, envelopes, etc.</p>		
<p>4. The afterhour check out would present a serious problem. The Night Security Officers are located in "I" Building and could not respond to calls from other buildings in order to check and approve the removal of "packages".</p>		
<p>5. The Office of Security has planned a "package" control system for the new Agency building. Suitable locker space will be provided where employees and visitors will be required to check "packages" prior to their entrance into the building proper.</p>		
		CONTINUED ON ATTACHED SHEET
DATE	SIGNATURE OF EVALUATING OFFICIAL (Type name and title)	

NON-ADOPT CONCURRENCE SHEET

Employee Suggestion No. 2204

CONCUR:

Signature

Date _____

25X1A

100

3/27/56

4/4/56

4/17/56

18 Apr 56

Chairman

COMMENCEMENT

I have long felt that there is need for control of Material carried out of Agency buildings. Which I do not think the subject suggestion is necessarily the best system possible, I certainly feel that some system is better than none. Therefore I cannot concur in a straight rejection of this suggestion.

ANSWER

3/27/56

25X1A

FV 1957

CONFIDENTIAL

1 October 1956

MEMORANDUM FOR: Chairman, Suggestion Awards Committee
month of Sept.
 SUBJECT: Minutes of 27 September 1956 Committee Meeting

1. The CIA Suggestion Awards Committee met on Thursday, 27 September 1956 at 10:00 A. M. in the DD/S Conference Room, Banc Building, with [redacted] presiding. The following persons were present:

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[redacted]	nel. Advisor	DDS/OP DDS/Compt DDI/OCR DNE/Compt DDS/OL DDP/WB DD/I
[redacted]	Security	DNE/OS DDS/MgtS DDS/MgtS

25X1A

[redacted] OTR, and [redacted] Compt, attended to brief Committee on Suggestions 2502 and 970 respectively.

25X1A

2. The Committee approved awards in the amount shown for the following employee suggestions:

Suggestion No.	Award
1381	Letter of appreciation
2299	\$20.00
2464	Letter of appreciation
2489	\$55.00
2492	\$25.00
2498	\$25.00

3. The Committee approved the recommendation of evaluating offices for non-adoption of the following suggestions:

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142	2379
1375	2443
1407	2455
1518	2478
1794	2491
1866	2495

4. The Committee recommended the action shown below on the following suggestions:

- a. Suggestions Nos. 817 and 1987 - withdrawn from the Agenda pending completion of tests by R&S/Mets.
- b. Suggestions Nos. 2489 and 2492 - these two suggestions were approved for awards as recommended. The Committee felt that Management Staff should make a study to determine if the criteria recommended for use by the suggesters could be used in additional offices in the Agency.
- c. Suggestion No. 2476 - Committee recommended that the Chief, Personnel Procurement Division, Office of Personnel, be asked to come to the next meeting and discuss this suggestion. Miss [redacted] is to invite the individual for the Committee.

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- d. Suggestion No. 2502 - [redacted] of the Office of Training briefed the Committee on this proposal. The Committee decided it should be deferred from this meeting and referred to the Chairman, Suggestion Awards Committee for his discussion with the Chairman, Honor Awards Board to determine which of these two programs should consider this proposal for award.

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- e. Suggestion No. 970 - Deferred for further follow up by [redacted], particularly on the distribution of recognition.
- f. Suggestion No. 2401 - Deferred for further follow up by [redacted]

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